

**QUEBEC FEDERATION OF  
HOME AND SCHOOL ASSOCIATIONS INC.**



**2004 ANNUAL GENERAL MEETING**

**BOOK OF REPORTS**

April 24, 2004

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## QFHSA YEAR AT A GLANCE 2003-2004

### Jan 2003

- 8 Education Committee Meeting, Guest Speaker: Donal Irving, Executive Assistant, Quebec Provincial Association of Teachers
- 14 St. Monica's school visit
- 18 Board of Directors meeting: St John Fisher H&S ratified as a Local Association
- 27 *Come Read With Me* campaign launched; supported by QFHSA, Office of the Commissioner of Official Languages and Literacy Partners of Quebec

### Feb 2003

- 5 St. John Fisher school visit
- 7 Presidents Appreciation Dinner held at RSLYC [Royal St. Lawrence Yacht Club]  
Gordon Robertson honoured for fifty years service in Home & School
- 12 Lester B. Pearson High school visit; also on April 15
- 9-15 Teacher Appreciation Week celebrated
- 19-22 QCGN meeting in Hull (Quebec Community Groups Network); Anne MacWhirter and Brian Rock attended and were appointed to Task Force on Small Schools
- 28 Board of Directors Development & Planning Session

### March 2003

- 15 Western Quebec 1st parenting conference; workshop leaders supplied by QFHSA office
- 24 Board of Directors meeting; main topic organizing 2003 Annual General Meeting

### April 2003

- 11-12 Saskatchewan H&S AGM - QFHSA President Norma Stirling is keynote speaker
- 25 QFHSA Awards Dinner - Guests include: Noel Burke, Asst. Dep. Minister of Education  
QFHSA volunteer Gisela Amarica is honoured
- 26 QFHSA AGM at Royal Montreal Golf Club; Dr. Joe Schwarcz is luncheon keynote speaker.  
NEWS - 1st of 4 annual issues

### May 2003

- May 28-June 1 CHSF AGM held in Prince Edward Island; Pat Waters receives Life Member Award
- May 29-June 1 QCGN meeting in Chicoutimi attended by Glenna Uline

### June 2003

- 7 Board of Directors meeting & Development Session
- 13 *Opening Doors to Family Literacy* Grant from Literacy Partners of Quebec  
Books sent to Lower North Shore during the summer  
NEWS - 2nd issue; write-ups from the AGM  
Meadowbrook School held parenting evening, attended by Marion Daigle

### August 2003

- 27 Executive Workshops for local associations held at the office; good attendance  
NEWS - 3rd issue including reprint of 4-page MEQanics insert

### Sept 2003

- 1 Community Kitchen Project begins 2nd year at Macdonald High School
- 6 Cecil Newman School ratified as new Local Association; visited mid-month
- 8 Riverview organizing committee meeting, attended by Helen Koeppe
- 17 CACE (Canadian Assoc. of Communicators in Education); attended by Bev Bishundayal
- 25 *Come Read With Me* Awards Ceremony at Westmount Park School  
Spring Garden school visits by Norma Stirling and Susan Tweddell  
Giant Book Sale sponsored by LPQ; QFHSA receives \$500 certificate to buy books

### Oct 2003

- 6 Federal Government Ministerial Consultation with Anglophone Official Language  
Minority Communities in Ottawa; QFHSA represented by Susan Tweddell
- 14 Cecil Newman organizing meeting; attended by Helen Koeppe
- 15 Margaret Manson organizing meeting; attended by Susan Tweddell
- 25 Fall Conference. Theme is *Learning is for Life: Working Today for a Better Tomorrow*  
Keynote speaker: Noel Burke, Asst Deputy Minister, MEQ, *Partnerships for Learning*
- 25 Leadership Handbook - Launch of 4th edition, distributed at Fall Conference
- 27 Rights Committee, Guest Speaker, Michel Lafontaine, Exec. Dir. Learning Material Centre

**Nov 2003**

- 2-4 QCGN meeting in Quebec City; QFHSA represented by our Exec. Director, Glenna Uline  
 5 Shawinigan High School - Pat Waters PALS workshop (one of many during the year)  
 13-14 Teachers conference in Montreal; QFHSA sponsored 2 workshops & an information table  
 14-16 CHSF Mid-Term meeting in Ottawa; attended by President Susan Tweddell,  
 Exec. V-P Anne MacWhirter; & Directors Michelle Armstrong & Donna Norris  
 25 Three LBPSB-area regional councils held meetings  
 26 Marion Daigle received Woman of the Year Award from the Montreal Council of Women  
 29 Margaret Manson Home and School ratified as a new Local Association  
 Eardley Home & School re-instated as a Local Association

**Dec 2003**

- 1 Liability insurance: company announces they it cannot cover any sporting activities;  
 local associations asked to submit a list of all their activities  
 5 Literacy Workshop at John Abbott College given by Marion Daigle  
 8 Literacy Resource Handbook project application submitted to CanHer  
 15 NEWS - 4th issue covers Fall Conference workshops

**Jan 2004**

- Come Read With Me* launches second year of project  
 13 Our Lady of Peace school visit; Helen Koeppé attended  
 24 Board of Directors Meeting; plans for QFHSA 60th anniversary are finalized

**Feb 2004**

- 4 Verdun Elementary school visit; attended by Helen Koeppé  
 8 - 14 Teacher Appreciation Week sponsored Canada-wide by Canadian Home & School Fed.  
 9 Thorndale school visit by Susan Tweddell  
 11 Frederick Banting school visit by Susan Tweddell and Connie De Giorgio  
 13-14 MEQ symposium on Adult Education and Life-long Learning attended by QFHSA  
 19 Lakeside Academy Science Fair; 3 Home & Schoolers serve as judges  
 20 Board of Directors meeting: special evaluation & planning session  
 27-29 QCGN meeting in Gatineau attended by Glenna Uline, Michelle Armstrong & Donna Norris

**March 2004**

- 13 Western Quebec Parenting Conference - 2nd annual meeting. QFHSA supplied 2 speakers  
 19 Presidents Appreciation Dinner at RSLYC- Speaker is Anne Tetro  
 19-20 Board of Directors meetings and committee meetings held concurrently  
 Speakers: Leo La France, D.G. of LBPSB & Carol Heffernan, Director of Finance  
 30 NEWS - 1st issue of 2004 year: articles on 60th anniversary celebration plans

**April 2004**

- 23 QFHSA 60th Anniversary Awards Dinner, with distinguished guests: Lieutenant Gov. of  
 Quebec, the Honorable Lise Thibeault, and Pierre Reid, Minister of Education  
 24 QFHSA AGM - Beginning of year-long events. Paul Huschilt is keynote speaker.

**May 2004**

- 26-29 Canadian Home & School Federation AGM to be hosted by QFHSA in Montreal

**2003-2004****Continuing activities:**

- Canadian Heritage reports submitted quarterly for grant projects and programs  
 PALS - 25 workshops conducted by Pat Waters during the year across the province  
 Literacy Projects - *Born to Read*, Books delivered to off-island areas  
 History of QFHSA and Archives projects on-going  
 School visits by Board of Directors  
 CACE [Canadian Association of Communicators in Education] - liaison Bev Bishundayal  
 Community Kitchen nutrition project funded by CanHer  
 Regional Councils Montreal area and off-island  
 Health and Safety Issues  
Committee meetings on-going:  
 AGM and Fall Conference  
 Education including liaison with MEQ Curriculum Council and  
 Secondary Language Arts Advisory Council  
 Finance/Membership/Rights  
 Literacy including *Come Read With Me*, *Born to Read*, & other projects  
 Membership

**QFHSA 60<sup>TH</sup> ANNUAL GENERAL MEETING, APRIL 24, 2004**  
**BUSINESS MEETING PROCEDURE**

1. The **Annual General Meeting [AGM]** is **conducted in accordance** with our Constitution, By-Laws and Standing Rules. In the case of any procedural dispute reference shall be made to Robert's Rules of Order Revised.
2. Each **official voting delegate** of each Member Association shall have **one vote** on any question which comes before the meeting, **except** for associations more than 250 kilometers from Montreal. Such Associations will still be entitled to three votes, expressed either as an identical or divided vote. Application for such privilege is to be presented in writing to the Executive Secretary prior to the start of the business portion of the Annual General Meeting.
3. The **quorum for transaction of business** at the Annual General Meeting shall be twenty-five percent [25%] of **Member Associations in good standing**, represented by their official representatives or accredited alternates.
4. **Voting** shall be by ballot or show of hands. All questions shall be **decided by a majority of those present** and entitled to vote, **except** those which require a two-thirds [2/3] majority. On ballot votes, the votes of each association shall be handed in by the voting delegates of each association individually but at the same time. Counting of the votes shall be done by non-voting participants.
5. A **delegate** may not **speak** for more than two [2] **minutes** on any question under discussion, nor more than twice on any particular motion or resolution. Any person wishing to speak needs to stand and come to the microphone (if we have one).
6. **Amendments** to the Constitution and **By-Laws** require a two-thirds [2/3] **vote** of the delegates present and entitled to vote. Notice of the proposed amendments must have been mailed to all Member Associations at least ten [10] weeks prior to the meeting. Modifications to these proposed amendments received two [2] weeks before the AGM will be considered, but **no modification may be made from the floor.**
7. **Resolutions** to the Annual General Meeting must have been circulated to the Member Associations eight [8] weeks prior to the Annual General Meeting. Resolutions received after the date specified will be presented as **Emergency Resolutions** only after consideration by the Chairman of the meeting and the Resolutions Committee. Delegates presenting resolutions are reminded that they must be present at the time designated on the agenda for the presentation of their resolution. The **presenting party** may **speak** to the resolution, or amendments thereto, for not more than FIVE [5] **minutes**. In addition to amendments received two weeks before the AGM there may be amendments emanating from the caucus session held earlier, **but no further amendments may be made from the floor.**

(File: AGM2004\Bk Rpts - Business Procedure, p.1)

# PARLIAMENTARY PROCEDURE

## PRINCIPLES

- Justice and Courtesy for all
- One thing at a time
- Recognition of the will of the majority
- Protection of the rights of the minority

## PURPOSE

- ✓ To conduct business in an orderly and democratic manner by one or more of the following ways:
  - ✓ communications
  - ✓ committee reports
  - ✓ motions or resolutions

To participate effectively in the proceedings of meetings, each person needs to know the fundamentals of parliamentary procedure.

## THE MAIN MOTION

### WHAT IS A MOTION?

A main motion introduces a new item of business; it is a proposal that the group take a certain action. It is the basis of all discussion and states the bounds of discussion. All remarks pertain directly to the contents of the motion on the floor. The making of the motion comes first, discussion follows. A subsidiary motion qualifies the main motion or proposes an alternate timetable for consideration.

### WHEN IS A MOTION NEEDED?

- It forms a basis for discussion on all major decisions of the group.
- When in doubt, ask for a motion to be proposed.
- Motions must be made on all matters involving finances not already included in the budget as approved.
- On minor matters, a question may be resolved by the chairman 'taking the sense of the meeting'.
- The decision must be clearly stated for the secretary to report in the minutes as well as for the benefit of the members.

### THE STEPS TO PRESENTING A MOTION ARE:

1. member stands or raises a hand and says:  
**"Madame Chairman/Mr. Chairman."**  
The chairman recognizes the speaker by name.
2. The member says, **"I move that . . ."**, stating or reading a motion.
3. Another raises a hand to be identified by the chairman, then says:  
**"I second the motion."** The seconder believes the motion should be discussed, but may not necessarily be in favour of it.
4. Chairman says, **"It has been moved by (name of mover) and seconded by (name of seconder) that . . .  
..... is there any discussion?"**
5. The mover usually speaks first, giving the reasons for the motion. The opportunity to speak to the motion must be given to anyone who wishes to speak to or oppose the motion. Discussion should be addressed to the chairman.
6. At the end of the discussion, the chairman says:  
**"If there is no further discussion . . . . ."** or **"Are you ready for the question?"** Then:  
**"The motion is that . . . ."**  
**"All in favour?"** (pause while the count is taken by the secretary)  
**"Opposed?"** (pause while the count is taken by the secretary)

**"Abstentions?"** (pause while the count is taken by the secretary)  
**"The motion is carried"** (or is defeated).

7. If anyone calls **"Division"** (questions the voice vote), the chair calls for a show of hands or a standing vote: **"All in favour raise your hand. All opposed . . ."** If a majority request it, the vote may be taken by ballot. A **"ballot vote"** is the recommended procedure for election of officers and for resolving a contentious issue.

### SUBSIDIARY MOTIONS

**AMENDMENTS CHANGE MOTIONS:** To qualify the idea of a motion, but not to change the subject or the intent of the main motion.

1. **"I move to amend the motion by . . . ."** :

Inserting or adding a word, phrase or sentence.

Striking out a word, phrase or sentence.

Striking out and inserting a word or phrase or substituting a sentence or paragraph.

2. **"I second the motion to amend."**

3. **"It has been proposed to amend the motion to read as follows . . . ."**

The chairman states the main motion and the amendment so the group will understand how the amendment changes the motion. Amendment is handled in the same way as a motion with:

Discussion: **"Is there any discussion?"**

Question: **"If there is no further discussion, the amendment is . . . ."**

Vote: **"All in favour of the amendment . . . ."**

Chairman announces the outcome:

**"The amendment is carried (or defeated)."**

**"The motion now before the meeting is . . . ."**

(states the motion plus the amendment(s) if it carried)

In dealing with motions, the vote is taken first on the amendment. If passed, the amended motion is voted on. If the amendment is defeated, the main motion in its original form is voted on.

**TO REFER:** A question is referred to committee for further study and to submit a recommendation to the group at a later time.

**TO TABLE:** To set the matter aside until someone moves to reconsider it.

**TO POSTPONE DEFINITELY:** Postpone discussion until more facts are available.

**TO POSTPONE INDEFINITELY:** The motion may not be considered again that year.

- Recommended useful resource materials available for reference during a meeting:  
A copy of your organization's Constitution and By-Laws. Robert's Rules of Order or other guide to basic rules of parliamentary procedure.





**MINUTES OF THE 59<sup>TH</sup> ANNUAL GENERAL MEETING**  
**QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS INC.**  
Held 26 April 2003, at the ROYAL MONTREAL GOLF CLUB, Ile Bizard

Registered and present during the Annual General Meeting were 94 people.  
Friday evening Awards Dinner was attended by 128 people, including guests.

There were 32 local Home & School Associations present (out of a possible 88), in good standing, represented by 62 accredited delegates. There were also 6 non-voting persons present. Schools present were:

Allancroft	Hillcrest Academy	Shawinigan
Arundel	Hudson High	Souvenir
Aylmer	Lakeside Academy	St-Ignatius
Baie Comeau High	Laurier MacDonald	Terry Fox
E.P. Beaconsfield	Lindsay Place High	Thorndale
Beechwood	Macdonald High	Valois Park
Courtland Park	S.E. McDowell	Vaudreuil County
Dunrae Gardens	Our Lady of Peace	Willingdon
Ecole Primaire Harwood	P.E. Trudeau (Vaudreuil)	
Edgewater	Roslyn	
Elizabeth Ballantyne	Royal West Academy	
Evergreen	Seigniory	

**WELCOME AND INTRODUCTIONS**

Norma Stirling, President, chaired the meeting. She introduced the members of the Board of Directors and those at the Head Table: Pat Waters, President of Canadian Home & School Federation, serving as Parliamentarian; Carol Ohlin, Recording Secretary, and Ida Duc, Vice-President, Speaker's List. Glenna Uline, introduced as the new Executive Director, welcomed guests Jill Varley, Canadian Heritage; Susan Winn, Principal of Lakeside Academy and this year's recipient of the Paterson Award; and Ardèle Warr, President of Quebec Provincial Association of Teachers.

The President briefly explained the contents of the delegate's kit. She called special attention to an important notice to all schools: Each local association is required to submit a one-page Activity Report and a one-page Financial Report to QFHSA. The financial reports will be treated as confidential information. Deadline for the reports is July 1, 2003. Sample reports were provided.

A petition regarding the closure of the Fraser-Hickson Library is available at the registration table and the emergency resolution will be added to the agenda.

Membership prizes were presented by Susan Tweddell, QFHSA Membership Chair. Susan Singer, a teacher at Edgewater School, was presented with the special Teacher Draw prize.

Newsletter awards were presented by Diane Radu, Editor of QFHSA *NEWS Focus on the Locals*.

The meeting was officially called to order at 8:50 a.m.

**1.1 Appointments & Procedures**

- |                     |                                   |
|---------------------|-----------------------------------|
| Credentials         | Susan Tweddell                    |
| Parliamentarian     | Pat Waters                        |
| Recording Secretary | Carol Ohlin                       |
| Speakers List       | Ida Duc                           |
| Scrutineers         | Norma Cheng and Connie De Giorgio |
| Time Keeper         | Donna Blais                       |
- MOTION:** Mary Baker (Dunrae Gardens) / Patricia Venne (Pierre Elliott Trudeau Elementary) to accept these appointments. **CARRIED**

Susan Tweddell reported that there were presently 29 Home & School Associations in attendance which fulfilled the requirement of 22 schools for a quorum.

**1.2 Parliamentary Procedure**

Pat Waters briefly reviewed the principles of Parliamentary Procedure included in the Book of Reports, pages 1-3, and noted that the meeting would be conducted according to Roberts Rules of Order.

**2. ACCEPTANCE OF AGENDA**

- MOTION:** Linda Vassilakis (Thorndale)/Mary Baker (Dunrae Gardens) to accept the agenda with the addition of the Fraser-Hickson emergency resolution. **CARRIED**

**3. ADOPTION OF THE MINUTES OF 2002 AGM**

- MOTION:** Diana Donnelly (Valois Park)/Joanne Hine (E.P. Harwood) to accept the 2002 AGM Minutes in the Book of Reports. **CARRIED**

There was no business arising from the 2002 AGM Minutes.

**4. PRESIDENT'S REPORT (Book of Reports, p. 13)**

- MOTION:** Patricia Venne (P.E. Trudeau)/Kate Murison (Vaudreuil County High) to accept the President's Report. **CARRIED**

**5. CONSTITUTION & BY-LAWS AND STANDING RULES REPORT**

(Book of Reports, p. 14 and Constitution Committee Report circulated February 19, 2003 recommending an amendment to Article VIII of the By-Laws).

Helen Koeppel, Chair, spoke to the recommendation:

Article VIII – Banking, Cheques and Contracts

2. There shall be four (4) signing officers with cheques to be signed by any two (2) of them. The four (4) signing officers shall be chosen from among the *Executive Director and* Officers of the Federation. (Proposed amendment is in italics.)

- MOTION:** Janet Pelletier (Seigniory)/Mary Quinn (Edgewater) to accept the amendment. **CARRIED**

**6. EDUCATION REPORT (Book of Reports, p. 15)**

Mary Baker, Chair, spoke to her report.

The 2002-2003 special edition of *MEQanics* is available on the QFHSA web site.

- MOTION:** Joanne Jackson (Edgewater)/Dominique Campeau (P.E.T.E.S.) to accept the Education Report. **CARRIED**

7. **MEMBERSHIP REPORT** (Book of Reports, p. 16 and information sheet in the kit)  
Susan Tweddell, Chair, spoke to her report.

**MOTION:** Janet Pelletier (Seigniory)/Claudia Garritano/(Beechwood) to accept the report. **CARRIED**

**MOTION:** Joan Rossy (Allancroft)/Nijad Dahdah (Elizabeth Ballantyne) to approve the Family Membership Fee of \$15 for 2003-2004. **CARRIED**

**MOTION:** Deborah Richardson (Arundel)/Nancy Fournier (Seigniory) to approve the Local Association Administration Fee of \$50 and the Group Affiliate Fee of \$60 for 2003-2004. **CARRIED**

**MOTION:** Patricia Venne (P.E.T.E.S)/Marilyn Brownrigg (Valois Park) to appoint B. F. Lorenzetti as our Insurance Brokers for 2003-2004. **CARRIED**

8. **RESOLUTIONS & POLICY** (Book of Reports, p. 18-19 and Resolutions 2003 previously circulated.)

Helen Koeppel, Chair, spoke to the report.

8.1. **Disposition of 2002 Resolutions**

**Resolution 2002-01 Equitable, competitive pay for teachers**

The teachers' contract has been extended for a year and negotiations continue. The government has agreed that most teachers are in fact full-time employees.

**Resolution 2002-02 Increased time for physical education**

The previous government had indicated it would consider more time for gym, but it remains to be seen what decision will be made with the change in the governing party after the election of April 14.

**Resolution 2002-03 Bullying – seeking solutions**

This resolution, directed at QFHSA local associations, has increased awareness of the seriousness of this problem. At least one school board produced a pamphlet outlining policy and procedure. QFHSA has a committee/working group in place to monitor developments. The Federation also has a policy statement (Welfare #5):

“to promote development and support of local school-based strategies for preventing and dealing with student aggressive behaviour.”

8.2 **Emergency Resolution 2003-06 Support for Fraser-Hickson Library**

An emergency resolution must be accepted by a 2/3 majority of the voting delegates.

**MOTION:** Heather Hamilton (Seigniory)/Patricia Venne (P.E.T.E.S) to accept the Fraser-Hickson Emergency Resolution for caucusing and addition to the Agenda. **CARRIED UNANIMOUSLY**

8.3 **Statement of Policy** (Book of Reports, p. 19 and report previously circulated)

**MOTION:** Diana Donnelly (Valois Park)/Stephanie Zampini (Lakeside Academy) to accept the Amendment to the Statement of Policy, TEACHERS #1: Salaries for teachers comparable to those received by similar professions, “i.e. equitable, competitive pay for teachers and recognition of teachers as full-time employees.” **CARRIED**

**Caucusing Sessions**

**MOTION:** Ignacio Lopez (Our Lady of Peace)/Janet Pelletier (Seigniory) to recess the meeting for caucusing sessions and coffee break. **CARRIED**

The meeting was called to order at 10:40 a.m. Helen Koeppel, Chair, presented the 2003 Resolutions. The procedure for amendments was explained; a simple majority is required to pass. Resolutions #2, #3, #4, & #5 are already on the books and require only re-affirmation.

8.4 **Vote on Resolutions** as circulated and discussed in Caucusing Sessions.

**Resolution 2003/01 Learning Disabled Students**

**MOTION:** Joan Rossy (Allancroft)/Stephanie Martin (E.P. Beaconsfield) to bring the Resolution to the floor for discussion. **CARRIED**

[Note: typing correction to the word *function* in the second WHEREAS.]

Caucusing suggestions:

Destinations should also include those universities offering teacher education programs such as Concordia, McGill, Université de Montréal, Laval, UQAM, etc.

**MOTION:** Patricia Venne (P.E.T.E.S.)/Joan Rossy (Allancroft) to accept an amendment to the wording in BE IT FURTHER RESOLVED that ... *student and* classroom teachers must be trained to recognize the early warning signs of learning disabilities so that they can recommend early testing and intervention. **CARRIED**

**MOTION:** Patricia Venne (P.E.T.E.S.)/Lorna Dowson (Royal West Academy) to replace *trained* with *provide appropriate access to quality training*. **DEFEATED**

**MOTION:** Michelle Armstrong (Aylmer)/Patricia Venne (P.E.T.E.S.) to further amend the amendment to add “early *and on-going* testing”. **CARRIED**

**MOTION:** Patricia Venne (P.E.T.E.S.)/Lorna Dowson (Royal West Academy) to accept the Resolution as amended to read *that student teachers receive appropriate training and that classroom teachers must be provided with quality professional development...* **CARRIED**

**MOTION:** Michelle Armstrong (Aylmer)/Patricia Venne (P.E.T.E.S.) to replace *trained* in the second sentence to read: “Classroom teachers must also be *provided with professional development* to teach and to accommodate these students in the inclusive classroom (3).” **CARRIED**

**Resolution 2003/02 Increased Costs for Schools which serve widely scattered, small, rural, isolated communities**

Note: Two grammatical corrections:

(a) “WHEREAS the establishment ... *has* posed special problems ...”

(b) “THEREFORE BE IT RESOLVED ... to take into consideration the increased costs ... and *to* increase the budgets ...”

**MOTION:** Caroline Blanchard (Arundel)/Claudia Garritano (Beechwood) to re-affirm the Resolution with grammatical changes. **CARRIED**

**Resolution 2003/03 Responsibility for Education: School Boards and Local Autonomy**

Caucusing suggestion: Distribute to all school boards for information.

**MOTION:** Marilyn Brownrigg (Valois Park)/Nancy Fournier (Seigniory) to re-affirm the Resolution and to insert after the 2nd WHEREAS: “WHEREAS the Government of Quebec has enforced the establishment of these mega-municipalities; and” **CARRIED**

**Resolution 2003/04 Retention of English Schools**

**MOTION:** Donna Norris (Aylmer)/Heather Hamilton (Seigniory) to re-affirm the Resolution. **CARRIED**

**Resolution 2003/05 Wider Access to English Education**

**MOTION:** Lorna Dowson (Royal West Academy)/Lynn Nikdes (Roslyn) to re-affirm the Resolution. **CARRIED**

### **Emergency Resolution 2003/06 Support for Fraser-Hickson Library**

This Resolution was open for discussion by all caucusing groups.

Two changes in wording accepted by agreement of the delegates:

(a) WHEREAS an existing community library ... *has closed* ... (to replace "is threatened with closure").

(b) WHEREAS the needs ... cannot be replaced ... . Delete *easily*.

**MOTION:** Patricia Venne (P.E.T.E.S.)/Nijad Dahdah (Elizabeth Ballantyne) to amend the Resolution to add:

"WHEREAS any municipal de-merger would exclude Notre-Dame-de-Grâce residents from any other city libraries; and" **CARRIED**

**MOTION:** Patricia Venne (P.E.T.E.S.)/Joanne Jackson (Edgewater) to amend the Resolution to add:

"WHEREAS costs to help support this privately-funded library would be less than to establish a new facility; and"

**CARRIED UNANIMOUSLY**

**MOTION:** Diana Donnelly (Valois Park)/Heather Hamilton (Seigniory) to accept the THEREFORE BE IT RESOLVED of Resolution 2003/06.

**CARRIED UNANIMOUSLY**

The President reminded the delegates that a petition in support of the library is available.

**MOTION:** Donna Norris (Aylmer)/Patricia Venne (P.E.T.E.S.) to accept the Resolutions Report. **CARRIED**

### **9. FINANCE/TREASURER'S REPORT (Book of Reports, p. 20 and Financial Statements circulated)**

The President spoke to the reports. Of particular note in the Finance Report:

Item #3 - Bookkeeping has been reorganized to conform with the Department of Canadian Heritage categories.

Item #5 - Delegate expenses for out-of-town travel.

**9.1 MOTION:** Mary Baker (Dunrae Gardens)/Dominique Campeau (P.E.T.E.S.) to accept the Finance Report. **CARRIED**

**9.2 MOTION:** Patricia Venne (P.E.T.E.S.)/Claudette Laing (Souvenir) to accept the Auditor's Report. **CARRIED**

**9.3 MOTION:** Nancy Fournier (Seigniory)/Nijad Nahdah (Elizabeth Ballantyne) to accept the 2004 Proposed Budget. **CARRIED**

### **10. NEW BUSINESS**

#### **10.1 School Accident Insurance (Book of Reports, p. 22)**

**MOTION:** Dominique Campeau (P.E.T.E.S.)/Donna Norris (Aylmer) to accept the recommendation of the Executive Committee to endorse the Reliable Life Insurance Student Accident Plan for the year 2003-2004.

**CARRIED**

#### **10.2 Add to New Business**

**MOTION:** Mary Quinn (Edgewater)/Joanne Hine (Edgewater) to accept a verbal report from the Rights Committee. **CARRIED**

Marion Daigle called the delegates' attention to the article "Top court to weigh limits on schooling" in *The Gazette*, April 25, 2003. It is very significant that the Supreme Court of Canada has agreed to hear these challenges to the French Language Charter

in three cases brought by "a group of French-speaking parents seeking the right to send their children to English schools ..."

### 10.3 Acceptance of remaining reports

**MOTION:** Marilyn Brownrigg (Valois Park)/Janet Pelletier (Seigniory) to accept the remaining reports (except Nominations) *en bloc*. **CARRIED**

## 11. NOMINATIONS REPORT (Book of Reports, p. 21)

Norma Cheng, Chair, presented the Nominations Report.

**MOTION:** Patricia Venne (P.E.T.E.S)/Joanne Jackson (Edgewater) to accept these nominations to the Board of Directors for a two-year term 2003-2005:

Donna Blais	Brenda McGill	Anne MacWhirter
Brian Rock	Susan Tweddell	Donna Norris
Michelle Armstrong		

**CARRIED**

**MOTION:** Dominique Campeau (P.E.T.E.S)/Joanne Hine (Edgewater) to accept these nominations to the Board of Directors for a one-year term 2003-2004:

Margaret Funnell Olav Kappert

**CARRIED**

**MOTION:** Janet Pelletier (Seigniory)/Caroline Blanchard (Arundel) to close nominations.

**CARRIED**

### Acclamation of Officers:

With no further nominations received, the President acclaimed as officers of QFHSA:

President:	Susan Tweddell
Executive V.P.	Anne MacWhirter
Secretary:	Helen Koepp
Vice-President	Donna Blais
Vice-President	Brian Rock

**CARRIED UNANIMOUSLY**

**MOTION:** Diana Donnelly (Valois Park)/Lorna Dowson (Royal West Academy) to mandate the Board of Directors and the Executive Committee to carry on the business of the Association until the next Annual General Meeting.

**CARRIED**

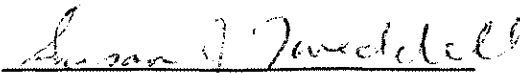
### Installation of Board of Directors

Pat Waters, Past-President of Canadian Home and School Federation, invested the Board of Directors for the years 2003-2005. In turn, the delegates and their local associations were asked to give their full support in fulfilling the work of QFHSA and the mandate of the Directors.

## 12. ADJOURNMENT

**MOTION:** Diana Donnelly (Valois Park)/Mary Quinn (Edgewater) to adjourn the 2003 Annual General Meeting at 12 noon. **CARRIED**

The delegates adjourned to the Regional Council Sessions.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

## **PRESIDENT'S REPORT**

Report to Annual General Meeting, April 24, 2004

Submitted by Susan Tweddell

Anne MacWhirter, Executive Vice-President, and I represented Quebec at the 2003 Canadian Home and School Federation Annual General Meeting in Prince Edward Island at the end of May. (see report on page 26)

In May 2004, QFHSA will host the ten provinces of CHSF for the Annual General Meeting in Montreal.

We held Executive Workshops for the local Home & School Associations at the end of August this year. We were pleased with the turn out. August seemed to be a popular time as the executive committees were starting anew with fresh energy after the summer break.

In September, we were pleased to attend the *Come Read With Me* Awards Ceremony at Westmount Park School. Twenty-six elementary students received gift certificates and represented 22 English public schools in Quebec that each received \$500 for their libraries. We continue our partnership with Literacy Partners of Quebec and the Office of the Commissioner of Official Languages to sponsor this worthy contest for 2004.

Another pleasure was the announcement that Marion Daigle was the recipient of the 2003 'Woman of the Year' award from the Montreal Council of Women in November. Marion is a long time QFHSA volunteer and literacy advocate. Her award was certainly a well-deserved recognition of her incredible efforts.

We were invited to participate at the Ministerial Consultation with Anglophone Official Language Minority Communities in Ottawa. Consultation with the Francophone Minority Communities had been held earlier in the day. Money has been made available to minority language groups to benefit their communities. We are a member of the Quebec Community Groups Network (QCGN) which works closely with the Anglophone minority in Quebec. Glenna Uline, our Executive Director, part-time, attends the QCGN meetings on our behalf.

Our new and improved *Leadership Handbook*, 4<sup>th</sup> edition, was launched and distributed at the Fall Conference. This handbook is a most valuable and useful tool and a must for each local association. Noel Burke, Assistant Deputy Minister, MEQ, was the keynote speaker at this year's conference and conducted a workshop for parents as well. Renewed interest in Regional Councils was stimulated with the result that a number of councils have since held meetings.

We have visited a number of schools during the year. Some needed some help to get started. Other invitations came from schools interested in becoming a member of QFHSA. We are pleased to welcome the following new Home and Schools: Eardley, Cecil Newman, Margaret Manson, St. John Fisher, and Verdun Elementary.

Recently we were asked to act as judges at the Lakeside Academy Science Fair. Three Home and School members participated and judged some excellent projects. We were very pleased to have been asked.

Liability Insurance has been the number one issue this year as the liability insurer at first refused to cover us at all and after much negotiation on our behalf by our broker, B.F. Lorenzetti, resulted in an extension of our existing policy by three months to December 1, 2003, at which time we could be insured at an increased premium but with sports activities excluded. Questionnaires were sent out as we tried, in vain, to find an insurer who would include the sports activities. December rolled around all too quickly and unfortunately many local associations were greatly inconvenienced by a letter sent out in early December notifying them of this change in insurance coverage. We are still looking at alternatives so that sports activities can be continued. (see Liability Insurance Report, page 36)

Up-coming events still to come at time of writing this report:

- The President's Appreciation Dinner on Friday 19 March at the Royal St. Lawrence Yacht Club. This is when we honour the time and dedication of local home and school volunteers.
- Our QFHSA 60<sup>th</sup> anniversary celebrations throughout the year.
- Our History is being prepared with the hope it will be published during our anniversary year.
- The Archives Project continues to progress in developing a permanent catalogued filing/storage system for preserving documentation, historical and reference materials for our sixty years of activity.
- The Canadian Home and School Federation Annual General Meeting, May 26-30, 2004 hosted in Montreal by us.



QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2003

# Verelli-Arrizza

Comptables Agréés - Chartered Accountants

Anthony Verelli, C.A.  
Adriano Arrizza, C.F.

## AUDITORS' REPORT

To the Members of  
QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

We have audited the statement of financial position of Quebec Federation of Home and School Associations as at December 31, 2003, and the statements of revenues and expenses and cash flow for the year then ended. These financial statements are the responsibility of the Associations' management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the Association derives revenues and contributions from various sources, the completeness of the non-government revenue and contributions are not susceptible to complete audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Association and we were not able to determine whether any adjustments might be necessary to revenues and equity.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the non-government revenues and contributions referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2003, and the results of its operations and its cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.

VERELLI ARRIZZA

  
Chartered Accountants

Montreal, Quebec  
February 28, 2004

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS  
(Incorporated under the laws of Quebec)

## STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2003

	ASSETS	
	2003	2002
<b>CURRENT</b>		
Cash and cash equivalents	\$ 121,162	\$ 198,592
Funds held in trust	5,359	5,359
Sales and business taxes receivable	13,826	5,403
Grants receivable	39,688	3,938
Prepaid expenses	<u>13,237</u>	<u>8,414</u>
	<u>\$ 193,272</u>	<u>\$ 221,706</u>
	<b>LIABILITIES</b>	
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 2,500	\$ 2,565
Funds held in trust (Note 3)	5,359	5,359
Deferred program grants (Note 4)	26,475	26,475
Deferred history and archive grant (Note 5)	16,899	17,050
Deferred membership fees (Note 6)	<u>40,989</u>	<u>57,846</u>
	<u>92,222</u>	<u>109,295</u>
	<b>NET ASSETS</b>	
BALANCE - BEGINNING OF YEAR	112,411	121,360
Excess of expenses over revenues	<u>(11,361)</u>	<u>(8,949)</u>
BALANCE - END OF YEAR	<u>101,050</u>	<u>112,411</u>
	<u>\$ 193,272</u>	<u>\$ 221,706</u>

ON BEHALF OF THE BOARD

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 Director

See accompanying notes

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 Director

## QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

## STATEMENT OF REVENUES AND EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2003

	2003	2002
REVENUES (Exhibit C)	\$ <u>196,797</u>	\$ <u>199,180</u>
EXPENSES		
CHSF Affiliation fees and others	4,287	4,550
Conferences and outreach	29,106	30,674
Promotional material	5,250	6,831
Home and School News	22,789	22,539
Website	320	743
Insurance	13,183	12,862
Provincial office		
Equipment purchases	803	918
Postage and courier	8,124	6,253
Office supplies	10,198	11,444
Telephone	3,399	3,061
Administration	4,268	5,090
Rent, electricity and occupancy charges	15,123	15,496
Salaries and payroll levies	75,555	63,982
Fees and honorariums	2,291	7,375
History and archive grant	151	2,713
Community kitchen project	10,340	7,804
Advocacy project	-	5,794
Literacy book project	2,971	-
	<u>208,158</u>	<u>208,129</u>
EXCESS OF EXPENSES OVER REVENUES	\$ <u>(11,361)</u>	\$ <u>(8,949)</u>

See accompanying notes

## QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

## SCHEDULE OF REVENUES

FOR THE YEAR ENDED DECEMBER 31, 2003

	2003	2002
REVENUES (Note 2(a))		
Membership fees - family	\$ 86,830	\$ 74,297
Membership fees - other	705	240
Federal Canadian heritage program grant	52,500	52,500
Quebec government grant	20,000	20,000
History and archive grant	151	4,262
Advocacy project	-	25,844
Community kitchen project	8,898	6,790
Literacy book project	4,000	-
Donations received for locals	25,618	35,664
Donations remitted to locals	(26,081)	(39,723)
Donations - other	30	170
Donation to specified projects	-	1,000
News - advertising and subscriptions	2,153	578
Conferences	11,544	9,585
Membership materials	1,344	-
Miscellaneous	2,633	1,605
Interest	2,822	2,128
Administration fees	<u>3,650</u>	<u>4,240</u>
	\$ <u>196,797</u>	\$ <u>199,180</u>

See accompanying notes

## QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

## STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2003

	2003	2002
<b>OPERATING ACTIVITIES</b>		
Excess of expenses over revenues	\$ (11,361)	\$ (8,949)
Decrease (increase) in sales and business taxes receivable	(8,423)	3,223
Decrease (increase) in grants receivable	(35,750)	6,742
Increase in prepaid expenses	(4,823)	(112)
Increase (decrease) in accounts payable and accrued liabilities	(65)	40
Decrease in deferred history and archive grant	(151)	(4,262)
Increase (decrease) in deferred membership fees	<u>(16,857)</u>	<u>12,474</u>
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	(77,430)	9,156
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>198,592</u>	<u>189,436</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ <u>121,162</u>	\$ <u>198,592</u>

See accompanying notes

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2003

1. NATURE AND PURPOSE OF THE ASSOCIATION

The Quebec Federation of Home and School Associations is an incorporated, independent, not-for-profit volunteer organization dedicated to enhancing the education and general well being of children and youth. It promotes the involvement of parents, students, educators and the community at large in the advancement of learning and acts as a voice for parents.

2. ACCOUNTING POLICIES

a) Revenue Recognition

The Quebec Federation of Home and School Associations follows the deferral method of accounting for program and history and archive grant and membership fees.

Membership fees are received mostly in the fall of each year and are taken in revenue over the period from September to the following August.

Program funding and grants are received from Federal and Provincial agencies for various donor fiscal years and are taken into revenue over each donor's fiscal year.

History and archive grant revenue is recognized to the cost which is expensed in any given year.

b) Expensing Capital Purchases

The Association expenses all purchases of a capital nature.

c) Contributed Services

Volunteers at the Federation level contribute approximately 11,100 hours per year to assist the Federation in carrying out its activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Cont'd.

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2003

3. FUNDS HELD IN TRUST

The Association has funds in trust amounting to \$5,359, of which \$5,000 represents the original contributions made by three donors, who requested that the interest earned on the funds in trust be used to pay for awards given out at the annual general meeting. A committee is appointed to consider all submissions for the awards, and to choose the ones, they consider best, meet the guidelines.

4. DEFERRED PROGRAM GRANTS

The deferred program grants are from Canadian Heritage and The Quebec Ministry of Education and are funding for operating costs.

	2003	2002
Balance - Beginning of year	\$ 26,475	\$ 26,475
Less: Amount recognized as revenue in the year	(26,475)	(26,475)
Plus: Amount received for the following year	<u>26,475</u>	<u>26,475</u>
Balance - End of year	<u>\$ 26,475</u>	<u>\$ 26,475</u>

5. DEFERRED HISTORY AND ARCHIVE GRANT

The deferred history and archive grant is utilized to set up history and archive project for the association.

	2003	2002
Balance - Beginning of year	\$ 17,050	\$ 30,000
Plus: Amount recognized as revenue in the year	<u>(151)</u>	<u>(12,950)</u>
Balance - End of year	<u>\$ 16,899</u>	<u>\$ 17,050</u>

Cont'd.



QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS

NOTES TO FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2003

6. DEFERRED MEMBERSHIP FEES

The deferred membership fees are from members of the Association and are funding for operating costs.

	2003	2002
Balance - Beginning of year	\$ 57,846	\$ 45,372
Less: Amount recognized as revenue in the year	(57,846)	(45,372)
Plus: Amount received for the following year	<u>40,989</u>	<u>57,846</u>
Balance - End of year	<u>\$ 40,989</u>	<u>\$ 57,846</u>

7. FINANCIAL INSTRUMENTS

The Association has evaluated the fair value of its financial instruments based on the current interest rate environment, market value and actual prices of financial instruments with similar terms. The carrying value of the financial instruments is considered to approximate fair value.

QUEBEC FEDERATION OF HOME AND SCHOOL ASSOCIATIONS, INC.

Revenue & Expense Budgets	Year 2004 Revised Budget	Year 2005 Proposed Budget
<b>REVENUE</b>		
<b>MEMBERSHIPS &amp; GRANTS INCOME</b>		
Family Membership Revenue	85,000	80,000
Group Membership Revenue	500	-
Administration Fee Revenue	4,200	4,500
Individual Membership Revenue	<u>250</u>	<u>500</u>
<b>MEMBERSHIP INCOME SUB-TTL</b>	<b>89,950</b>	<b>85,000</b>
Federal Grants Revenue	52,500	52,500
Provincial Grants Revenue	<u>20,000</u>	<u>20,000</u>
<b>GRANTS INCOME SUB-TTL</b>	<b>72,500</b>	<b>72,500</b>
<b>TTL MEMBERSHIPS &amp; GRANTS</b>	<b><u>162,450</u></b>	<b><u>157,500</u></b>
<b>MISC. INCOME &amp; DONATIONS</b>		
Sales of Materials	500	1,500
Conferences' Revenues	9,000	12,400
Advertising & Subscription Revenue	1,000	2,500
Miscellaneous other Revenue		2,500
Interest Revenue	<u>4,000</u>	<u>2,000</u>
<b>MISC. INCOME SUB-TTL</b>	<b>14,500</b>	<b>20,900</b>
Donation-Processing Fee Revenue	600	600
Donations To QFHSA - Other	<u>600</u>	<u>100</u>
<b>DONATIONS SUB-TTL</b>	<b>1,200</b>	<b>700</b>
<b>TTL MISCELL. &amp; DONATIONS</b>	<b><u>15,700</u></b>	<b><u>21,600</u></b>
Recovery from Surplus	<u>21,000</u>	<u>24,300</u>
<b>TOTAL REVENUE</b>	<b><u>199,150</u></b>	<b><u>203,400</u></b>
<b>EXPENSE</b>		
Travel incl. Meals & Accommodations	27,000	23,200
Committee Expenses		2,000
Publicity materials, including Print NEWS	27,500	21,000
<b>PUBLICITY SUB-TTL</b>	<b>27,500</b>	<b>21,000</b>
Payroll & Employer contributions	75,500	82,800
Accounting/Audit Fees	1,600	2,800
Legal Fees	1,000	1,000
CHSF Affiliation Fees/Other Fees/Honoraria	<u>9,000</u>	<u>8,500</u>
<b>FEES/HONORARIA SUB-TTL</b>	<b>11,600</b>	<b>12,300</b>
Rent	15,000	16,300
Cleaning, Repairs & Maintenance	400	400
Electricity & Heating	800	800
Property Insurance/Business Tax	<u>400</u>	<u>400</u>
<b>FACILITIES SUB-TTL</b>	<b>16,600</b>	<b>17,900</b>
Office Supplies & Equipment Maintenance	12,500	9,000
Postage/Courier/ Equipment/NEWS	8,500	13,000
Telephone/Fax/Internet/Website	3,750	3,700
Furniture/Equipment & Installation	2,000	1,500
Bank Charges & Interest Expense	250	100
Donations to Other Organizations	100	100
Insurance: Members	13,000	16,800
<b>TOTAL EXPENSE</b>	<b><u>198,300</u></b>	<b><u>203,400</u></b>
<b>SURPLUS (DEFICIT)</b>	<b><u>850</u></b>	<b><u>-</u></b>

(\*) To be recovered from Prior Years  
accumulated surplus.

## **60<sup>th</sup> ANNIVERSARY COMMITTEE**

Report to the Annual General Meeting, April 24, 2004

Submitted by Michelle Armstrong, Director

Members Michelle Armstrong, Chair, Norma Stirling, Donna Norris, Ron D'Souza, Sheila Splane, Susan Tweddell, Helen Koeppe, Elena Purser, Anne MacWhirter, Beverlee Bishundayal, Glenna Uline, Donna Sauriol, Carol Ohlin

Mandate To effectively promote the special anniversary year of QFHSA marking the 60<sup>th</sup> year at all events and to ensure QFHSA history is marketed. This committee reports back to the QFHSA Board of Directors and is responsible for all functions and events in the 60<sup>th</sup> year.

### Highlights

- This committee has promoted the QFHSA history through the production of a poster and bookmarks that will be used in this and in future years to recognize the efforts of the QFHSA and to educate the public on its benchmarks and to help promote the QFHSA in membership.
- A collective movement across the province in all the local Home & Schools is encouraged through individual donations to local charities in the name of the local Home & School and its affiliation with the QFHSA.
- AGM: past award winners have been invited to celebrate this special year with us and reminisce on our struggles and goals.
- Provincially, this committee has hoped to undertake a project dealing with school libraries.
- Throughout the upcoming year, the committee will continue to be present at all functions to promote the anniversary year and ensure that QFHSA history is not forgotten.
- This committee has also agreed to the importance of media relations and will help ensure the maximum publicity possible for the year's events.

## CANADIAN HOME AND SCHOOL FEDERATION

Report to the Annual General Meeting, April 24, 2004

Submitted by Susan Tweddell, President

The Canadian Home and School Federation 2003 Annual General Meeting was held in Charlottetown, Prince Edward Island, on May 28 – June 1. It truly was a gathering of the provinces as each province was represented. The experience of hearing the points of view from across the country is quite interesting. Prince Edward Island Home and School Federation certainly were good hosts as I expect Quebec will be when we entertain the provinces this year as we host the 2004 CHSF Annual General Meeting in Montreal on May 26-30.

Silvia Dyck, President CHSF, introduced a Strategic Planning Process. We (CHSF board members) were to look at ways in which CHSF could be more effective and visible nationally.

Group 1 Communication

Group 2 Funding

Group 3 Roles and Responsibilities of the Board/Executive/Office

Lots of brainstorming as we pursued ideas, the culmination of which would be reported at the Mid-term meeting in November and the next step worked out.

Finance is, as with many not-for-profit volunteer organizations, a challenge, but a balanced budget was achieved for 2004. Two provinces agreed to increase their membership fees: Nova Scotia from \$1,000 to \$1,500 and New Brunswick from \$2,000 to \$2,500.

Nominations Joann Lloyd (New Brunswick) accepted the position of treasurer.

Liz Dobrovolsky (Alberta) was voted in as Western Vice-President.

The following Executive Officer positions become vacant in 2004:

President

Eastern Vice-President

Central Vice-president

Quebec has priority to nominate a Central Vice-President for a term 2004–2006. The position has been held by Ontario for two terms, 2000–2002 and 2002-2004.

Money was made available by Health Canada to CHSF through the Canadian Association of Principals' dissemination project, to pay for advertisements to be placed in provincial publications promoting safe and healthy schools. Silvia Dyck challenged us to recycle the money back to CHSF. The provinces agreed it was too big a decision to make without discussion with our Boards. Quebec did agree to meet the challenge thus our share stayed with CHSF. The ads appeared in the March 2004 issue of our newspaper.

The web site is [www.safehealthyschools.org/youth.htm](http://www.safehealthyschools.org/youth.htm)

**The Historic Sites and Monument Board of Canada has designated the Canadian Home and School Federation to be of historical significance.** A bilingual bronze plaque will be placed in Baddeck, Nova Scotia, home of the first Home and School.

## **CANADIAN HOME AND SCHOOL FEDERATION (CHSF) MID-TERM MEETING**

Report to the Annual General Meeting, April 24, 2004

Submitted by Anne MacWhirter, Executive Vice-President

The Mid-Term meetings of Canadian Home and School Federation were held in Ottawa from November 14<sup>th</sup> to 16<sup>th</sup>, 2003.

Susan Tweddell and I arrived in Ottawa by train at about 8 p.m. Thursday and visited in the hospitality suite with other provincial delegates that evening. On Friday morning, CHSF President Silvia Dyck of British Columbia gave her report first, mentioning that Canadian Home and School has been recognized as an Historical Organization. On December 4<sup>th</sup> to 5<sup>th</sup>, she will represent CHSF at the Canadian Education Association Conference. The Central, Western and Eastern vice-presidents gave their reports.

### Other items of interest were:

- Finance: one item to note is that the Nova Scotia Association has increased its fees to CHSF from \$1000 to \$1500.
- A discussion was held regarding emergency resolutions to the Annual General Meeting. A committee of Terri-Lynne Huddlestone of B.C., Pat Johansen and Sue Robertson of Ontario will work on clarification of emergency resolutions and late motions.
- We were asked to participate in a CRISP survey since we are partners. The University of New Brunswick website for the School Physical Activity and Nutrition Survey (SPANS) is at [www.unb.ca/spans](http://www.unb.ca/spans).
- The CHSF website will post the standing rules.

### Provincial Reports

- Newfoundland: school fees are problematic- could be up to \$200/per child/year.
- British Columbia reported a successful Fall conference with over 200 delegates.
- Nova Scotia reported the release of a new Sexuality Handbook for grades 7-12.
- Alberta reported good working conditions between school councils and parents. New this year are second language courses mandatory beginning in Grade 4.
- New Brunswick: funding is an issue. The school bus safety program is coordinated with the teachers association. It is the only province to require re-testing of school bus drivers. Home and School membership cards have "perks".
- Saskatchewan reported a good working relationship with the NDP party. The Handbook "Working Together Towards School Plus" is a good tool for Home & School.
- Quebec reported problems getting affordable liability insurance for volunteers. Problems with the new report cards following the Education Reform were mentioned.
- Manitoba reported that workshops were given to university student teachers to emphasize parent involvement in the schools. A new project addresses parent involvement at the high school level.
- Ontario mentioned funding as an issue. Post secondary institutions are full to capacity. They have an increase in provincial membership. A marketing kit for Home & School has been used as a tool for membership. August workshops were given on training and leadership.

- Prince Edward Island is emphasizing Healthy and Active Living and also Literacy. The final celebration of their 50<sup>th</sup> anniversary is on December 11<sup>th</sup>. Get well wishes to their president, Ken Williams, who was unable to come to Ottawa.

Judy Varga Toth from FAST addressed the group looking for support for their school projects. The two goals for this project are lifelong learning and employability. Whole families and community and school support are targeted for this eight week initial project which has shown positive results in areas where the project was implemented.

We were then addressed by a representative from Inclusive Education. A National Summit will meet in Ottawa on November 24-26<sup>th</sup>. Some concerns are growing class size, lack of teacher training and lack of teaching assistants in the classroom. The National issue is to include all children in regular classrooms.

Three groups were formed to discuss policies of CHSF. Two groups met to discuss strategic planning. An updated Mission statement and Vision Statement were accepted by the board to be brought to the AGM.

- **Mission Statement:** The National voice of parents promoting excellence in public Education as well as the social well-being of children and youth.
- **Vision Statement:** Excellence in public education of all children and youth.

Bob Shad met with us to discuss Copyright issues. Students and teachers often break the law when doing things like copying an image, copying text to study later, forwarding e-mail to students and teachers.

#### Past-President's Report – Pat Waters of Quebec

- Healthy Alternatives Pat Waters reported that the Healthy Alternatives project is rebuilding and they will keep us posted.
- The 2004 AGM will be held in Montreal on May 26 to 30<sup>th</sup>. Pat presented a folder to each province. Delegates were asked to vote on a selection of themes. Most votes went to Family and Schools Together. A suggested outline of planned meeting times and other information were presented to the delegates.
- Two Life Member Awards will be awarded in Montreal at the Annual General Meeting, May 26-30 to Silvia Dyck (out-going CHSF president from British Columbia) and Marilyn Ashby. Marilyn was nominated by QFHSA. She served as President of Windermere Home & School in Beaconsfield from 1978 to 1980. For the next four years she was on the QFHSA Board of Directors, working on Bus Safety and Child Abuse Issues. She played an important role in producing the CHSF kit on Child Abuse and Neglect and paid to have it translated into French so that it would be available to all in Quebec. Although she now lives in Ontario, she has continued her membership in our provincial organization. She continues her work as the National Liaison to the United Nations and has made many trips to attend UN conferences around the world. In keeping with her life-long interest in health related issues, she has donated an annual award to support the CHSF Health Issues Award which this year will be presented to our own Shirley Straughton.
- CHSF Mid-Term Meeting 2004 is planned for November 25-27<sup>th</sup> in Ottawa.

## CONSTITUTION AND BY-LAWS

Report to the Annual General Meeting, April 24, 2004

Submitted by Helen Koeppe, Chairperson

Generic constitutions were distributed to QFHSA local associations requesting them and assistance when needed to help them interpret clauses and pitfalls to avoid.

### Recommendation

In addition to an annual review of local associations' constitutions by former and newer members working together, consideration should be given to keeping a running list of standing rules to help the association keep a written record of local decisions about procedures used to keep the local's business running smoothly.

## RESOLUTIONS/POLICY COMMITTEE

Report to the Annual General Meeting, April 24, 2004

Submitted by Helen Koeppe, Chairperson

### Annual General Meeting 2003

- Statement of Policy

The delegates voted to accept the Amendment (in italics) to the Statement of Policy.

TEACHERS #1: Salaries for teachers comparable to those received by similar professions, "*i.e. equitable, competitive pay for teachers and recognition of teachers as full-time employees.*"

- Resolutions

Five resolutions had been previously circulated to the Local Associations and Emergency Resolution 2003-06 was accepted unanimously for caucusing and addition to the Agenda. Following the caucusing session, discussion by the delegates, and some minor changes to the wording, all of the resolutions were carried.

Resolution 2003/01 Learning Disabled Students

Resolution 2003/02 Increased Costs for Schools which serve widely scattered, small, rural, isolated communities [reaffirmed from 1998/9]

Resolution 2003/03 Responsibility for Education: School Boards and Local Autonomy [reaffirmed from 1999/17]

Resolution 2003/04 Retention of English Schools [reaffirmed from 1999/12]

Resolution 2003/05 Wider Access to English Education [reaffirmed from 2001/5]

Emergency Resolution 2003/06 Support for Fraser-Hickson Library

During the year, Donna Sauriol and Carol Ohlin fielded inquiries to the QFHSA office. Brenda McGill, Chair of the Education Committee, and Marion Daigle, a Past President and Resource Person, contributed their keen interest and excellent counsel.

### Fall Conference 2003

Thank you to the participants at the 2003 Fall Conference workshop, *Resolutions Unravelled*, and to Debbie McGilton (Allancroft Elementary Home & School), Workshop Resource Person.

## **EDUCATION COMMITTEE**

Report to Annual General Meeting April 24, 2004

Submitted by Brenda McGill, Chair

**Mandate** To be responsible for maintaining and developing education policy for QFHSA and its members defined by the mission statement

### Members able to attend meetings

Susan Tweddell, Dianne Skoda, Helen Koeppel, Rickhey Margolese, Petra Mueller, Heather Rogers (via telephone), David Harries

### E-Mail correspondence group members (unable to attend meetings)

Arzine Abbas-Brochu, Karin Drewery, Norma Stirling, Joanne Perreault, Marion Daigle

### Meetings for 2003/2004

1. November 3/03 Brenda McGill (Chairperson), David Harries, Helen Koeppel, Susan Tweddell, Heather Rogers (by telephone)  
Discussions:
  1. Brainstorming about speakers
  2. Discussion of the unique situations in the Littoral School Board
2. January 18/04 Brenda McGill (Chairperson), David Harries, Helen Koeppel, Rickhey Margolese, Petra Mueller, Dianne Skoda, Glenna Uline (Staff)  
Discussions:
  - 1) Plans to have speaker on subject of School Board budgeting. Leo La France, Director General of the Lester B. Pearson School Board to attend Board of Directors Meeting of March 20.
  - 2) Brenda McGill and Helen Koeppel agreed to review QFHSA resolutions regarding education for the upcoming AGM.
  - 3) Plans to provide some possible involvement in the QFHSA 60<sup>th</sup> Anniversary celebration.
  - 4) Petra Mueller is interested in writing and submitting op ed contributions regarding school success for QFHSA Education Committee to have a more visible public voice.
  - 5) Petra Mueller is the representative to the Curriculum Coalition Committee headed by Noel Burke, Assistant Deputy Minister for English Education. A meeting has not yet been held.
  - 6) Secondary Language Arts Advisory Council Dianne Skoda reported that 2 meetings have been held, with 4 more planned before the end of the academic year. The Reform will continue to the end of Grade 11. MEQ Committees, School Boards and Universities are studying drop-out rates and vocational education programs. Other ongoing projects include creation of an annotated bibliography of primary children's literature, a research study to encourage primary teachers to use media in the classroom and a study examining the needs of alternate Anglophone schools. Concerns highlighted include determining the level of English Language Arts demonstrated by French immersion students, a mandatory cycle 3 primary exam, the considerable spread on the Secondary 5 June exam and the difficulty getting funds for



children's literature books when many school boards funnel money to textbooks.

3. March 17/04

Brenda McGill (Chair), David Harries, Carol Ohlin (Staff)

- Brenda is still working on getting Michel Lafontaine, Executive Director of the Learning Materials Centre, to write an article for the *Home and School NEWS*.
- Brenda McGill and Helen Koeppe reviewed QFHSA resolutions for the AGM. Helen wrote two on bullying and school libraries which have been circulated to the locals for discussion and feedback. Brenda has drafted one supporting the existence in principle of the Learning Materials Centre and this one is being edited and will be discussed at the March 20 Board of Directors meeting.
- The Education Committee will try to provide some judges for the Come Read With Me competition as a contribution toward the success of the QFHSA 60<sup>th</sup> Anniversary celebration.
- The Education Committee has suggested collecting from the locals their School Success Plans in order to provide a clearinghouse for them. Feasibility of this will be looked into.
- The proposal was made last month by Petra Mueller to write and submit op-ed contributions regarding school success in order for the QFHSA Education Committee to have a more visible public voice. It was agreed that this is a good idea although the logistics of it are difficult in that any contributions would need to be vetted by the QFHSA Executive Committee before publication.
- Still no word from the Curriculum Coalition Committee
- It was decided to advise the office not to subscribe to any French newspapers until someone comes forward willing to read and clip for the committee. No one is presently doing this.
- The committee is looking for a volunteer to contribute to the Integration Network Project forwarded to us from the CHSF.
- There is a need for new members for the committee. Since last year we have lost Mary Baker, Beverly Race-Widdison, Joanne Perrault, Marion Daigle and Norma Stirling. Brenda McGill is the only new member. We also don't have anyone on ELACC.

4. Board of Directors Meeting, March 20/04

Leo La France, Director General of the Lester B. Pearson School Board, and Carol Heffernan, Director of Finance, spoke on School Finance and Budget Allocation.

#### Recommendations

This has been a transition year to a new chairman. Hopefully next year we will benefit from being at a better part on the learning curve and will continue to develop the educational voice of the QFHSA. We need to encourage new members with new voices to either attend or join our e-mail correspondence group or be a reader of the various electronic and print media.

#### Additional

Some discussion of next year led to the idea of A Clearing House for School Success Plans -- a "deliverable" goal. Another idea is the possibility of updating MEQanics -- need to look at the feasibility and cost.

## FINANCE COMMITTEE REPORT

Report to the Annual General Meeting, April 24, 2004

Submitted by Carol Ohlin

Committee Members: Norma Stirling (Chair), Margaret Funnell, Helen Koeppel, Glenna Uline, Donna Sauriol, Carol Ohlin, Denis Foisy

Mandate: To oversee the financial aspects of the organization; to advise the Board of Directors as to expenditures; to make recommendations regarding fees, committee budgets and possible sources of funding; and to prepare the budget for the upcoming fiscal year.

1. Treasurer We had a new volunteer acting-Treasurer, Francine Guy, who was with us for only three months when she was called back to work full time. Since she felt that she could no longer do the job, the Finance Committee agreed to meet monthly to fill the role of Treasurer.
2. Grants
  - CanHer The 2003/04 grant of \$52,500 was received from the Department of Canadian Heritage and an application for the same amount for 2004/05 was submitted to CanHer in December 2003.
  - MEQ An application was submitted for a grant of \$35,000 for 2003/04 from the Ministry of Education. We received \$20,000 in March. An application for 2004/05 will be submitted following the adoption of the Auditor's Report and acceptance of the 2005 Budget.
  - Health Canada In addition, for the third and final year of the funding from Health Canada for the Community Kitchens Project, we received \$8,898 (from the total grant of \$24,000).
  - Literacy Through the Literacy Partners of Quebec, our special literacy projects received \$4,000 from the *Gazette's Raise a Reader* campaign. QFHSA has also applied to Canadian Heritage for funding to produce *Children and Literacy – A Resource Guide*.
3. Membership Fees As a result of the increased costs of the liability insurance, the Finance Committee will present a recommendation to the March 2004 meeting of the Board of Directors that the Family Membership Fee for 2004/05 be increased to \$16.00. This will then be taken to the membership at the 2004 AGM. (However, since even this amount does not cover the entire cost of the liability insurance, QFHSA will still be subsidizing the remaining amount.)
4. CHSF Annual General Meeting QFHSA will be hosting the ten provincial organizations that make up the Canadian Home and School Federation in Montreal for the AGM on May 26-30, 2004. Special funding requests to assist with this expense were sent to some of our educational partners and companies.

.../

5. 60<sup>th</sup> Anniversary Celebration In anticipation of extra expenses for special events for the 60<sup>th</sup> anniversary celebration, local associations have been asked to contribute a symbolic amount of \$60 to QFHSA. Locals are also encouraged to create special projects incorporating a reference to the 60<sup>th</sup> to benefit their own schools or communities, such as 60 books for a hospital library.
6. Liability Insurance This has been a major area of concern from both financial cost and coverage of local association activities. It has involved a great deal of time and energy from the Board of Directors and the office staff. [Please see the separate report on this subject.]
7. Purchases: Beyond the normal expenditures for office supplies and equipment maintenance, purchases this year were minimal: a filing cabinet and a desk chair.
8. Printed materials New materials include the 5<sup>th</sup> edition of the *Leadership Handbook*, a revised *PALS* pamphlet, and reprinting of the *Conflict and Power Struggles* pamphlet.
9. Charitable Tax Receipts
  - A new information package was prepared explaining the process for local associations to apply for a project eligible for Charitable Tax Receipts. This new version includes an application form to be submitted to QFHSA before a school begins a fund-raising campaign. There will be an extra charge to the local associations for receipts that need to be redone because of incorrect donor information.
  - A new computerized database program for recording and printing charitable tax receipts is now in operation.
10. Budget The budget for 2004/05 was developed for presentation at the 2004 AGM.

## **SAFETY AND TRANSPORTATION COMMITTEE**

Report to the Annual General Meeting, April 24, 2004

Submitted by Donald W. Smith, Chair

- Continued monitoring of safety and transportation events as well as safety programmes was maintained.
- Regular contributions were made to the Safety Scene page of QFHSA *NEWS* throughout the year.

## **HEALTH ISSUES REPORT**

Report to the Annual General Meeting – April 24, 2004

Submitted by Shirley Straughton

**Mandate:** to identify health risks affecting children, promote preventative health measures, and submit reports to the QFHSA Board of Directors.

### Home & School Community Kitchen

This program teaches high school students how to cook healthy meals. Taught by a Registered Dietitian, the participants learn nutrition information and guest speakers discuss lifestyle activities. Positive feedback has been received from students, parents, and staff at Macdonald High School in Ste. Anne de Bellevue, the pilot school.

This is the second and final year of the financial contribution from The Canadian Diabetes Strategy Prevention and Promotion Program of Health Canada to support this project. The challenge is to continue to offer this program without the funding supplied by Health Canada. A volunteer is needed to teach the program in September 2004 and a search is underway. The dietitians at the Lester B. Pearson School Board have offered support in continuing to research recipes and supply the nutrition information. Names of interested persons can be submitted to the QFHSA office.

### Health Canada – Physical Activity Unit

The Physical Activity Unit is a division of Health Canada designed “to improve the health and well-being of Canadians through regular physical activity”. A contribution program is a part of this division and QFHSA was invited to submit a proposal. The focus of any project had to be national in scope and emphasize physical activity. This committee worked in collaboration with the Canadian Home & School Federation on a proposal based on the Home & School Community Kitchen model entitled “The Active Cooking Challenge”.

The Active Cooking Challenge would have a strong physical activity component as well as teaching students how to cook nutritious meals therefore addressing two of the major risk factors affecting our youth - inactivity and poor nutrition. A committee would be established to prepare a project kit with all physical activity recommendations, nutrition information, and recipes. A pilot school would be set up in each province with the assistance of each provincial Home & School Association.

This committee has been in contact with the Alberta Home & School Association, which also submitted a project. Health Canada’s fiscal year begins April 1 and a response to the proposals should be received by that time.

## NEWS

Articles continue to be submitted to each NEWS publication.

Many thanks to Donna Sauriol and Carol Ohlin in the office, Pat Waters (Canadian Home & School Federation), Linda Gibson (Macdonald High Home & School) and Susan Tweddell (QFHSA president) for their invaluable support throughout the year.

## **EXECUTIVE WORKSHOPS**

Report to the Annual General Meeting, April 24, 2004

Submitted by the office

These leadership training workshops for local association committee leaders were held the evening of Wednesday, August 27<sup>th</sup> at the QFHSA office. There were 31 persons attending, representing 17 Montreal-area schools, 4 from the Board of Directors, and 3 office staff.

The purpose of the workshops is to provide information about the roles and responsibilities of the executive positions, to exchange ideas, and to encourage participation at the local and provincial levels. Kits for Presidents, Treasurers and Membership were given to the local association representatives and discussed in the workshops.

At the Presidents' workshop, moderated by Past-President Norma Stirling, some of the main topics of interest included the liability insurance, suggestions for organizing and conducting a meeting, dealing with controversial issues, financial responsibilities, and voting procedures.

Susan Tweddell, current QFHSA President and past Membership Chairperson, conducted the membership workshop. The 2004 membership kit was discussed with ideas for campaign strategies for elementary and secondary schools.

The Treasurer's Workshop was given by Helen Koeppé, a QFHSA past-president, currently QFHSA Secretary and editor of the NEWS. The Treasurer's kit was discussed, with particular attention to the important financial responsibilities of this office.

It was the consensus of the participants that late August was a good time to have the workshops with everyone enthusiastic at the beginning of the new school year.

**Recommendation:** To have a separate orientation session for presidents of new local associations at the Executive Workshops evening or the Fall Conference.

## **LEADERSHIP HANDBOOK**

Report to the Annual General Meeting, April 24, 2004

Submitted by the office

The 2003 edition of the Leadership Handbook is the fourth edition since the original version prepared in 1984 by Marion Daigle. This resource manual is intended as a reference and guide for QFHSA local associations, the Board of Directors, and community organizations sharing our objectives. Copies were distributed to the nine other provincial associations of the Canadian Home and School Federation and the liaison partners of the QCGN (Quebec Community Groups Network).

The contents include guidelines for conducting an effective local association, an overview of QFHSA with a short history and list of significant briefs, and a reference section with a glossary and a resource bibliography. Materials on education issues and parenting information available in the office are also included.

## **LIABILITY INSURANCE REPORT**

Report to the Annual General Meeting, April 24, 2004

Submitted by Susan Tweddell, President

In June the insurance company requested that the local associations submit a list of the various activities in which they are involved. The varied scope of the activities was a revelation to the insurance company and appeared to be too high risk so they were reticent to continue our policy. Fortunately our broker managed to get QFHSA a three-month extension to the 2002-2003 policy until December 1, 2003. It was hoped that something could be negotiated to include physical activity. We heard nothing from our broker and we were pursuing other avenues. I spoke to the broker who deals with many of the school boards who put me in touch with another person supposedly familiar with policies for not-for-profit organizations (we are still waiting for more information). December 1 neared and still nothing. Finally at the last minute we were informed that our policy was being renewed at an additional cost of approx \$3,000 and sports activities were excluded.

A letter was sent out early in December informing each local association of the situation. Another questionnaire was included. We still wanted to continue looking for a policy where physical activity was included. I sincerely regret any inconvenience to the 'locals'.

We are still considering alternatives and the need for a committee to find options, which will be acceptable to our membership. We also want to have an information session for the Board of Directors and a presentation at the AGM that will give opportunity for questions.

## **STUDENT ACCIDENT INSURANCE**

Report to the Annual General Meeting, April 24, 2004

Submitted by the Board

Recommendation: To recommend to the voting delegates at the Annual General Meeting that we endorse the Reliable Life Insurance Student Accident Plan for the year 2004-2005.

We are informed by Reliable Life that the coverage and premium(s) will remain the same as last year. If you would like your school to distribute their policy/pamphlet you must ask them to send them to your school. They do not send them unsolicited.

Reliable Life Student Accident Insurance  
c/o Rowat Insurance Agency  
391 Main Street  
Shawville, QC J0X 2Y0  
Tel: 1-888-547-3737 (toll free)  
Fax: 819-647-5776

Our own insurance broker for liability coverage has looked at this particular student accident policy and feels it is very good value for cost.

## LITERACY

Report to the Annual General Meeting, April 24, 2004

Submitted by Anne MacWhirter, Coordinator

### Committee members

Marion Daigle, Anne MacWhirter (Gaspé Region), Tanya Poole (La Tabatière),  
Cindy Major (Hopetown), Cathy Chenier (P.A.C.E.), Vickie McGuffin (Chibougamau),  
Carol Hart (Pointe-Claire), Dorothy Nixon (Born to Read), Glenna Uline (Exec. Dir.)

### Activities

#### **2003**

1. May 9 **Family Literacy Workshop** sponsored by Literacy Partners of Quebec (LPQ) at Batshaw Youth and Family Services Centre.
2. August Marion met with QFHSA president Susan Tweddell to outline current projects as she is stepping down as coordinator.
3. June **Opening Doors to Family Literacy** - QFHSA received a \$4,000 grant from LPQ through the *Gazette* Raise a Reader Program.
  - Boxes of books were shipped to La Tabatière-Lower North Shore-Mecatina School; P.A.C.E. (Parents Action Communautaire Enfants) Lower North Shore; Hopetown Community Library-Gaspé Region; Chibougamau- MacLean Memorial School.
  - Anne MacWhirter delivered books to Chandler, Shigawake/Port Daniel and New Carlisle schools in the Gaspé.
  - Also, books were sent to Harrington Harbour and St Paul's River schools on the Lower North Shore, Edgewater (LBPSB) library & resource center, and Elizabeth Ballantyne (EMSB) resource center.
4. **Come Read With Me Writing Contest 2002/2003** was sponsored by the Office of the Official Languages Commissioner (Quebec), Literacy Partners of Quebec (LPQ) and QFHSA. Thanks to Anne MacWhirter, Ron D'Souza, Michelle Armstrong and Marion Daigle for judging some of the 1300 entries. On September 25, the Awards ceremony was held at Westmount Park Elementary School. Twenty-six students from 23 English Elementary Schools across the province were awarded a \$75 gift certificate and their respective schools a \$500 voucher from Babar Books. Roch Carrier, National Librarian of Canada, addressed those present and read from his book The Hockey Sweater. This initiative to promote reading and writing to young Anglophone Quebecers was successful and will be continued this year with QFHSA involvement.
5. Sept. 4-30 **Centre for Literacy - Giant Book Sale**  
QFHSA received a \$500 gift certificate to purchase books for awards and outreach projects.
6. **Born to Read/le Goût de Lire**-serves at risk families through the CLSC Pierrefonds. Very successful. Dorothy Nixon represents QFHSA on this community project.
7. November 20 Marion attended the **Forum on the Future of Public School Libraries** at John Abbott College. Public awareness and action is required soon.
8. November 26 One of our long time advocates for literacy, **Marion Daigle**, was honoured to receive the **Woman of the Year Award from the Montreal Council of Women**. A well-written article in the *Gazette* paid tribute to Marion's tireless efforts to improve literacy.

9. December Family Literacy Day, January 27/04.. Information was circulated in a mailing to all local associations to help plan celebrations.
10. December **Children and Literacy- a Resource Guide**  
QFHSA has applied for funding to Canadian Heritage. Results are to be announced in the Spring of 2004.
11. December 5 Marion gave a literacy workshop for students in the publicity class at The Information and Library Technologies Department of John Abbott College. The honorarium of \$150 was once again given to Beverley Graham, a library technician in four Montreal-island schools.

## 2004

12. January 27 **Family Literacy Day**  
Carol Hart and the staff of the Royal Bank in Pointe-Claire sponsor a month-long book drive. They collected close to 6000 books to support children and literacy. QFHSA will coordinate distribution of the books.
13. January 27  
**Come Read With Me Official launch** at Sinclair Laird Elementary School. QFHSA is involved in this writing contest to promote literacy in public minority English language elementary schools. The Office of Official Languages (OCOL) helps to organize the competition and provides office space for the coordinator, Lea Stillinger. It provides \$5,000 for general expenses and \$15,000 for prizes. Literacy Partners of Quebec assists the supervision of the coordinator along with OCOL and QFHSA. LPQ contributes \$15,000 with a possible additional \$8,000. These funds cover the coordinator's salary and costs associated with updating and producing the Manual. QFHSA will co-ordinate the 2004 Awards event.  
For information, visit the **website: [www.nald.ca/lpq/read.htm](http://www.nald.ca/lpq/read.htm)**
14. February 12  
**Télé-Québec** held at tele-conference with American experts on "Making Parents Partners". QFHSA attendees were Marion Daigle and Dorothy Nixon, plus we arranged for two special needs educators to attend.
15. February **Raise a Reader campaign.**  
QFHSA has received an application form to submit for a family literacy project from Literacy Partners of Quebec. LPQ is one of three recipients of money raised through the National CanWest literacy fund raiser. The *Gazette* and Global TV organize the campaign each year in October. QFHSA will submit a proposal.



## CANADIAN ASSOCIATION OF COMMUNICATORS IN EDUCATION (C.A.C.E.) & MEDIA RELATIONS REPORT

Report to Annual General Meeting – April 24<sup>th</sup>, 2004

Submitted by Beverlee Bishundayal, Media Relations

Mandate: As a member of C.A.C.E., responsible for attending meetings and conferences on behalf of QFHSA and networking with other media professionals. As media relations, responsible for promoting the events of the QFHSA to the general public through various media outlets and writing articles for the QFHSA News.

Members: Beverlee Bishundayal

### Summary of Activities:

A. The Quebec/Montreal chapter of C.A.C.E. has met 3 times since the last AGM

- *Meeting with The Gazette, June 13<sup>th</sup>, 2003:* No one from QFHSA was able to attend this meeting; however the group present discussed The Gazette's emphasis on education stories with 2 reporters specifically assigned to the education beat – Allison Lampert & Peggy Curran. It was also mentioned that communicators should get on a personal contact basis with reporters.
- *Meeting with Info 690/940 News, September 17<sup>th</sup>, 2003:* These two radio stations (French and English respectively) are “all-news radio stations” targeted to working professionals in Montreal. Both stations offer advertising discounts to non-profit organizations. The representatives of Info 690/940 News stated that they believe education stories are important. However due to the target audience and their format, the stories often focus on the political/economic angle more than the human-interest angle that is more applicable for the QFHSA.
- *Meeting with Global Television/CH/Environment Canada, February 3<sup>rd</sup>, 2004:* This Morning Live is Global's morning news/entertainment program targeted to mothers; the senior producer for This Morning Live mentioned that family/school stories are very popular and common on the program. CH is Montreal's multicultural channel that produces local programming catering to the various ethnic and cultural groups in Montreal; these programs are often of talkshow format leaving the opportunity for education and family related stories to be discussed from a cultural perspective. Environment Canada sponsors a nation-wide program called “Skywatchers”, an interactive learning program for grade 5 students. The students are provided with weather instruments and the teacher with a guidebook; each school day, the students make observations on the weather conditions and upload the information to the Environment Canada website where they can compare the data with other schools in Canada. Global features the data from a Quebec school each day during the evening weather forecast. More information can be found at <http://www.weatheroffice.ec.gc.ca>

B. QFHSA Publicity

- Media releases were sent out in late April regarding the winners of the awards at the AGM Awards Dinner. This resulted in the attendance of CFCF News at the dinner.

### Recommendations:

- Promotions of special events for the 60<sup>th</sup> anniversary, and perhaps getting Global Television's This Morning Live to do a story about the QFHSA due to the positive feedback from speaking with senior producer, Alexandra Henderson at the C.A.C.E. meeting.

## MEMBERSHIP REPORT

Report to the Annual General Meeting, April 24, 2004

Submitted by Donna Norris, Chairman

Membership seems to have been a challenge for some local associations this year. Fortunately many have been very successful - mainly those who have a long history with Quebec Federation of Home and School Association. Membership is very important to us as it allows us to offer the local associations information (through leaflets and workshops), and support to parents who have issues within the school system (through the Advocacy Program & PALS).

Membership drives are a responsibility for being part of this large and well respected organization which the locals assume when their membership has been accepted. Passing information from one Executive board to another is essential to achieving a successful and effective role in the school. We are looking at ways to make the process more 'user friendly' and to help your membership drives be less of a chore and more fun.

A membership chair is essential to every local; they will always look for ways to encourage membership and participation from parents with-in the school. Those schools that have a Membership Chair increase their membership yearly or maintain the numbers when previous members leave. When a person has the responsibility to focus on one objective the results are usually very rewarding.

Many schools have been visited this year mostly ones who have an interest in becoming members of QFHSA or those requesting help in dealing with issues concerned with running a successful Home and School Association. The fruits of these sessions will be seen at the start of the 2004/2005 school year.

An executive workshop was offered in August 2003 with information and sharing for Membership Chairpersons. It offered good ideas and ways in which to encourage parents in your school to join Home and School. Unfortunately too few attend and we see poor membership and involvement resulting in schools leaving QFHSA or being asked to close their bank accounts because they cannot fulfill their commitments.

Throughout the year the Board of Directors have maintained a telephone 'chain' to facilitate communication with the local associations for their ideas and concerns. Membership chairpersons were asked to submit their lists of new members on a timely basis. In December, Executive Vice-President Anne MacWhirter made phone calls to many of the presidents and treasurers to keep them up-to-date on the financial status of remittances outstanding for the administration and membership fees.

Thank you to all the Membership Chairpersons and Locals for all the hard work you did to run a successful campaign. These are the results of the 2003/2004 campaign:

Family Memberships (through locals)	4980 (as of March 1)
Individual Family Memberships (directly with QFHSA)	31

These figures are approximately the same as we recorded last year.

There are 87 local Home & School Associations.

## **MEMBERSHIP DEVELOPMENT**

Report to the Annual General Meeting, April 24, 2004

Submitted by Margaret Funnell - Director, Membership Development

Mandate To prepare the application for the Department of Canadian Heritage [CANHER] Program funding; to participate at meetings of and communicate with the Quebec Community Groups Network [QCGN]; to prepare programs and outreach for off-island communities; to apply for other projects that may from time to time be funded by CANHER; to produce new or revised promotional materials linked to membership development. In addition a member sits on the Finance Committee.

QFHSA is a member of the QCGN which has had a five year agreement with the Federal Government for the disbursement of the Official Languages Communities Support Program funds. This agreement is being renewed in April, 2004. QCGN's members sign a contract [called a Contribution Agreement] with the Department of Canadian Heritage. Glenna Uline, the Executive Director, has represented QFHSA at the QCGN meetings usually held three times a year and taking place in venues across the Province.

In mid-2003 the Quebec Federation of Home and School Associations [QFHSA] again received CANHER Program Funding. As a result of the due diligence requirements with all such federal funding, 'grants' continue to be based on results-based management. Funding was given in four instalments [25, 37.5, 30 & 7.5%] with detailed reports on results required three times a year. QFHSA has applied again this year for CANHER Program Funding. QFHSA [Marion Daigle with Glenna Uline] applied for CANHER Project Funding for renewal of the Literacy Handbook and awaits the decision.

The CANHER Program Funding plus membership revenue and an MEQ grant are QFHSA's main sources of revenue. Regular Program Funding from CANHER allows QFHSA to bring parent members from off-island Home and School Associations in more remote areas to its workshops, Fall Conference and Annual General Meeting [AGM]. It helped subsidize important Regional Council meetings off-island - Western Quebec especially has met frequently - in addition to meetings held in Montreal at the time of the Fall Conference and AGM. Funding allows QFHSA to visit off-island Home and School Associations, both new and potential.

CANHER funding helped QFHSA to print membership materials such as the updated Leadership Handbook and PALS pamphlet which expanded the number of PALS workshops offered. It helped QFHSA to publish four issues per year of the Quebec Home & School NEWS.

## **Home & School NEWS**

Report to the Annual General Meeting, April 24, 2004

Submitted by Helen Koeppe, Editor

There were four regular issues published last year of 16 pages each. The circulation has increased slightly and average paid distribution is now 5,900; average total distribution of a single issue is 7,400. Please note: local associations are always welcome to have extra copies of our newspaper at no extra cost.

The September issue again incorporated an updated bilingual insert *MEQanics* which dealt with questions parents have about the workings of the Ministry of Education. It addressed such issues as: How does our education system function, what tests really count, at what grade levels may your children be tested, etc. This was originally compiled and translated in 2002 by our hard working Education Committee and we used their prototype to update it for 2003.

We ask the locals to regularly send in their own school newsletters for inclusion in their section of the paper, *Focus on the Locals*. Even if you don't have an aspiring writer on your team, your newsletter will enable us to let other parents know what exciting things are happening at your school and to "steal" those ideas which appeal to them. Diane Radu, Editor of *Focus*, is acknowledged for years of dedicated commitment.

We thank our regular contributors: AMCAL Family Services, Shirley Straughton (Health Issues), Don Smith (Safety Issues), Donna Norris (Membership), Canadian Home & School Federation, Glenna Uline, QFHSA Executive Director and Susan Tweddell, QFHSA President.

## **WEBSITE**

Report to the Annual General Meeting, April 24, 2004

Submitted by the office

**Mandate:** To provide general knowledge about the Home & School organization, with specific information on Coming Events, Conferences, Committees, etc. To keep the site current, up-to-date, and relevant.

**Website address is: [www.qfhsa.org](http://www.qfhsa.org)**

Our webmaster is Beverly McConkey who is based in Vancouver. She has a good background knowledge of Home & School as she is the webmaster for both Canadian Home & School Federation and for Saskatchewan Association of School Councils (SASC).

When she first came on board she updated the site to make it more user friendly and added additional features like a monthly calendar. Additional links were incorporated: one to Saskatchewan for Teacher/Staff Appreciation Week as it is Saskatchewan that handles that event. Links to Home & School Associations, who have their own websites, are also possible.

Each Committee Chair should look at the posting carefully to make sure the listing is up to date. If any Home & School member notices any errors it would be much appreciated if you would let us know and we will have the web master make the necessary corrections.

## **NOMINATION COMMITTEE**

Report to the Annual General Meeting- April 24, 2004

Submitted by Norma Stirling, Chairperson

**Mandate:** To receive nominations for and to recruit qualified people for the Board of Directors.

**Members:** The Nomination Committee was appointed by the Board of Directors in November. It consisted of 3 Board members: Norma Stirling, Chairman, Connie DeGiorgio and Ron D'Souza and 2 individual members, Norma Cheng and Gordon Robertson.

The term of office for a Director is two years and every year one half of the Board of Directors positions come up for election. There were seven vacancies for Directors this year for a two-year term and two for a one-year term.

### **Present Directors serving the remaining one-year of a two-year term (2003-2005) are:**

Michelle Armstrong	Anne MacWhirter	Brenda McGill
Donna Norris	Brian Rock	

The first call for nominations was sent out to the local associations December 5, 2001 with a deadline set for February 6, 2004. A second call for nominations went out on February 20, 2004.

The last call for nominations will be sent out April 2, 2004. **The final date for receiving nominations to be voted on at the AGM is April 12, 2004.** Nominations received after that date would be considered by the Board of Directors for appointment. (QFHSA Standing Rules Art. VII, 3.)

As of March 30<sup>th</sup> the committee has received nominations for five of the nine positions available and three others are pending. The committee will continue its search and a final report will be presented at the AGM.

### **Nominations received for a two-year term 2004-2006**

Debi Brown	Connie De Giorgio	Marg Funnell	Helen Koepp
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### **Nominations received for a one-year term 2004-2005**

Norma Stirling

### **The following nominations have been received for Officers of the Federation:**

President	Donna Norris
Executive Vice-President	<i>Vacant at time of publication</i>
Vice-President	Anne MacWhirter
Vice-President	<i>Vacant at time of publication</i>
Secretary	Helen Koepp
Treasurer	Debi Brown

### **Committee Chairpersons are as follows:**

Advocacy – Norma Stirling	Constitution - <i>Vacant at time of publication</i>
Education – Brenda McGill	Health – Shirley Straughton
Literacy – Anne MacWhirter	Membership- Connie De Giorgio
Membership Development – Marg Funnell	PALS – Pat Waters
Regional Councils – Michelle Armstrong	Resolutions - <i>Vacant at time of publication</i>
Rights – Brian Rock	Safety – Don Smith

**Report to the Annual General Meeting, April 24, 2004**  
**PALS (PARENTS ASSIST LEARNING AND SCHOOLING)**  
Submitted by Pat Waters, Coordinator/Facilitator

**Mandate:** PALS is a workshop program that has been developed by the Stay-In-School Initiative of Human Resources Development Canada in 1994. The popular workshops have been continually updated while the least popular ones have been dropped. A new parenting workshop brochure, "Parenting with Confidence", was developed this year to reflect these changes.

The PALS workshops are still being given to all of our local associations as a part of the many resources QFHSA has to offer. The first one is free to a Home and School Association, a small fee is charged for any other ones. Many of these workshops are delivered to outside associations offering an opportunity for QFHSA to network and share information. Workshops that took place during the 2003-04 school year are:

	DATE	NAME OF SCHOOL	LOCATION	WORKSHOP TOPIC
1	May 10/ 03	(MAPC) Manitoba Association of Parent Councils	Winnipeg, Manitoba	Building Self-Esteem
2	May 15/03	Town of Pointe Claire	City Hall, Pte Claire	Balancing Work-life and Family
3	Sept. 16 – Nov. 18/03	West Island Women's Centre	Pointe Claire	10 topics from Building Self-Esteem, Discipline, etc. to Bullying.
4	Nov. 5/ 03	Shawinigan High School	Shawinigan	Getting Angry Doesn't Work: It only complicates the problem
5	Nov. 13/03	(QPAT) Quebec Provincial Association of Teachers	Montreal	What's happening at Home: Balancing Work-life and Family
6	Jan. 14/04	Northview Elementary	Pointe Claire	Conflict and Power Struggles
7	Jan 21/04	Les Papillons Daycare	D.D.O	Self-Esteem and Responsibility
8	Feb. 10/04	Windermere Elementary	Beaconsfield	Learning Styles: Help your children be successful learners
9	Feb. 11/ 04	Northview Elementary	Pointe Claire	Building Self-Esteem
10	Feb. 17/04	Kitigan Zibi School	Maniwaki	Parents + Teachers=School Success
11	March 9/ 04	Kitigan Zibi School	Maniwaki	Celebrating Who They Are: Understanding teens and the transition into adulthood
12	March 13/ 04	Symmes Jr. High	Aylmer	Parents + Teachers=School Success
13	March 16/04	Kitigan Zibi School	Maniwaki	What's happening at Home: Balancing Work-life and Family
14	March 22/04	Dorset Elementary	Baie d'Urfé	Hurried Children--Stressed Children
15	April 6/04	East Hill Elementary	Pointe aux Trembles	Building Self-Esteem
16	April 14/04	Arvida Elementary	Arvida	Learning Styles: Help your children be successful learners
17	April 21/04	St. John Fisher Elementary	Pointe Claire	Homework and Responsibility
18	April 28/04	St. John Fisher Elementary	Pointe Claire	Learning Styles: Help your children be successful learners

## **QUEBEC COMMUNITY GROUPS NETWORK**

Report to Annual General Meeting, April 25, 2004

Submitted by Glenna Uline, Executive Director

**Mandate:** QFHSA participates in this forum to keep informed of and participate responsibly in issues affecting the minority English language community and the government personnel, services and funding available to support our objectives.

**Participation:** QFHSA Executive Director Glenna Uline is the official representative to the QCGN meetings. The 20-member organizations, all English language non-profit sector and regional groups that receive funding from Canadian Heritage, convened during 2003: February 20-22 in Gatineau where Brian Rock also participated, May 29-June 1 in Chicoutimi and November 2-4 in Quebec City. The first meeting of 2004 was held February 26-28 in Gatineau.

### **Highlights:**

#### **Gatineau Meeting 2003**

1. A presentation by Justice Canada revealed that they are upgrading the currently inadequate English language capacity of their infrastructure to serve the community's needs. Also, the relatively unknown Court Challenges Program provides funding for Quebec Anglophones to pursue legal acting in English.
2. A Member Services Committee was established to support training needs of the member organizations. Glenna Uline is Secretary of this Committee.
3. Canadian Heritage officials addressed those present, emphasizing their commitment to provide relevant service and reviewing the status of program and project funding. They announced that surplus funds would enable each member organization one half-day professional consulting service for capacity building.
4. Health Canada exposed networking and cooperation mechanisms within their infrastructure to promote greater use of existing resources by the English-speaking community and ultimately improved access to enhanced quality of care.

#### **Chicoutimi Meeting 2003**

1. Consultation between representatives concerned with official languages from Privy Council Office, Treasury Board, Official Languages, Canadian Heritage, Justice Canada, Health Canada and QCGN member organizations explored what procedure to use for optimal distribution of the \$750 million available to assist minority official language groups across Canada over the next 5 years through Stéphane Dion's Plan.
2. QCGN President Martin Murphy will continue to assertively request of the authorities a more equitable distribution of available government funding between the minority English and French language communities.

#### **Quebec City Meeting 2003**

1. At Carol Ohlin's initiative, a personally addressed copy of the QFHSA updated Leadership handbook was given to each of our fellow QCGN member organizations with a short note signed by Susan Tweddell and Glenna Uline. This was received enthusiastically and appreciatively by all, effectively contributing both to our being supportive of others and raising the QFHSA profile.

2. Kevin Saville conducted a training session on Results-based Management towards drafting correctly worded applications for program funding. This workshop was requested through QCGN at the initiative of the Member Services Committee and funded by Canadian Heritage.
3. The government at the last minute has modified Quebec funding in the Global Development Plan, Phase III. Instead of receiving the \$150,000 anticipated now, QCGN will receive only \$90,000 now and \$60,000 April 1, 2004. Tension and frustration pervaded the Joint Committee (representatives of Canadian Heritage and Official Languages and QCGN members) Meeting because the government representatives did not answer our questions regarding inexplicably delayed funding, nor were they sympathetic to the difficulty in sustaining volunteers' enthusiasm in such circumstances.

Gatineau Meeting, February 26-28, 2004

(also attended by QFHSA Vice-Presidents Michelle Armstrong and Donna Norris)

1. The Community Table is to be reorganized to ensure QCGN and its member organizations have easier access to government programs. A mechanism is required to facilitate the process of information and ensuing action as well as to illuminate overlap and duplication.
2. The QCGN Financial Report was presented, indicating a shortfall of \$54,762 in large measure due to the Intersectoral Conference for the Global Development Plan held last May at the encouragement of Canadian Heritage, but after which anticipated funding was delayed.
3. QCGN priorities for 2004-05 were approved as follows:
  - Promotion of the English-speaking communities of Quebec for opportunities and growth
  - Global Development Plan – consultation and implementation
  - Communications Strategy
  - QCGN Strategic Plan
  - Participation in Official Language Networks
  - Political representation – Quebec, Canada and Intergovernmental
  - Health and Social Services networking and Partnership Initiative
  - Development of Community-governed Infrastructure
  - Participation in the Federal Government Action Plan
  - Jobs in the Public Sector
  - Outreach to other Quebec Official Languages Groups and Institutions
4. Member Services Committee Workshop on Board Development  
Frances Ravensbergen of COCO (Center for Community Organizations) conducted a four-hour workshop on ensuring the appropriate and effective role and responsibility of members of the Board of Directors and the Executive Director of non-profit organizations. Apart from this well-presented session in itself, the animator handed out resource materials of potentially constructive use at QFHSA.



## **RIGHTS COMMITTEE**

Report to the Annual General Meeting, April 24, 2004

Submitted by the office

Mandate QFHSA is concerned with the well-being of our children and the cultural health of our community as a proper environment in which to raise them. Rights are not simply an abstraction. They define our obligations to and opportunities for our children. We Home and Schoolers have a history of pleading and defending the rights of all children and their parents. Parents should also have the choice of the Official Language used in the education of their children.

Members Brian Rock, Chair; Barbara Milne-Smith (Minutes), Marion Daigle, Helen Koeppel, Winifred Potter, Nick Zaferis, Gordon Robertson, Betty Shannon, David Harries, Heather Rogers, Ron D'Souza; ex-officio: Susan Tweddell & Glenna Uline

### Activities: 2003-2004

Rights Committee meetings were held in 2003: February, April, September, October and March 2004.

#### 1. AGM 2003 Resolutions

On the recommendation of the Rights Committee, these resolutions were up-dated, circulated to the local associations, and discussed by the delegates at the Annual General Meeting. With some minor changes to the wording, all the resolutions were re-affirmed and carried.

- Resolution 2003/02 Increased Costs for Schools which serve widely scattered, Small, rural, isolated communities [from 98/9]
- Resolution 2003/03 Responsibility for Education: School Boards and Local Autonomy [from 99/17]
- Resolution 2003/04 Retention of English Schools [from 99/12]
- Resolution 2003/05 Wider Access to English Education [from 2001/5]

#### 2. Guest Speakers

- October 27/03: Michel Lafontaine, Executive Director of the Learning Materials Centre, discussed the development of the cross-curricular English learning materials of the elementary-level educational reform.
- March 2/04: Lawyer Brent Tyler reviewed the status of English-language schools in Quebec and discussed the three challenges on access to English schools he will argue before the Supreme Court of Canada on March 22.

#### 3. Letter to Sheila Fraser, Auditor General of Canada, March 3/04

On the basis of the Access to Information Act, Brian Rock & Nick Zaferis requested that the Auditor General ensure that the financial statements regarding the accountability of Minority-Language Education funding to Quebec are made available to the public.

## **QFHSA HISTORY / ARCHIVES**

Submitted by Marion Daigle, coordinator

1. History – Draft 3 has been submitted for further revision to the McGill University historians Rod MacLeod and Mary Anne Poutanan. Hopefully the project will be completed during this 60<sup>th</sup> anniversary year.
2. Archives The budget for the second phase of this project has been approved. The archivist, Josée Martel, is working on the project which should be completed by the end of 2004.

## SECONDARY ENGLISH LANGUAGE ARTS ADVISORY COUNCIL (SLAAC)

Report to the Annual General Meeting, April 24, 2004

Submitted by Dianne Skoda - Education Committee Liaison

- Mandate:** Since 1970, the Secondary Language Arts Advisory Council (SLAAC) has been providing advice to the ever-dwindling pool of coordinators of the English Language Arts Curriculum, hence shaping the direction of High School English Language Arts education. QFHSA parents have always been welcomed at this prestigious table.
- Members:** The Council has about 25 members including representation from the Ministry of Education of Quebec, several school boards in the guise of Directors of Education and Principals, McGill University, Cegeps, teacher groups including unions, various literacy groups, and QFHSA. All meetings have been held at the offices of the English Montreal School Board on Fielding Avenue in central Montreal.
- Concerns:** SLAAC members have been preoccupied for several years with the reform of the English Language Arts curriculum, already in practice for Cycles 1, 2 and 3 Elementary (Grades 1 through 6).

SLAAC's focus has been on the writing of the Cycle 2 Secondary High School Program, which continues to be the evolution of the abilities within the four competencies of literacy - reading and listening, writing, media literacy, and speaking; the sharing of resources amongst the groups affiliated with SLAAC; and the promotion of literacy.

This has been a year of anticipation - wait and see how the new Liberal government will react to the new curriculum, how the unions will react to what the Ministry does, how our Secondary English Language Arts teachers will contribute now that they are back in the process. Consequently, there has not been a lot of change or progress. The implementation of the reformed curriculum into the high school time schedule remains a point of concern. It has led Quebec's educational thinkers to ponder how the entire high school scene could be improved to generate greater success for all students. Many possibilities have been brainstormed about including introducing vocational education, creating staggered exit levels, and improving the opportunities for special education students.

On the positive side, eager teachers are getting involved at the grass-roots school level. Implementation of a new curriculum at the high school level is truly an evolutionary process.

## **QUEBEC PROVINCIAL TEACHERS ASSOCIATION CONFERENCE [QPAT]**

Report to the Annual General Meeting, April 24, 2004

Submitted by Anne MacWhirter, Executive Vice-President

The Annual Teachers Convention was held at the Palais des Congrès in Montreal on November 15<sup>th</sup> and 16<sup>th</sup>, 2003. QFHSA had its usual display table of information with a special attraction this year. Michelle Armstrong arranged for a donation basket of goodies and educational material to offer as a prize to someone who visited the table. Many people stopped and took materials. The drawing was won by a teacher from John Rennie High School in Pointe-Claire. We encourage Board members to take a turn at this table in the future. It is a great chance to inform those in education about our role as a parent/teacher group. Just call the office to volunteer a few hours of your time. Donna Sauriol, Olav Kappert, Helen Koeppe, Marion Daigle and Anne MacWhirter helped with the table this year.

At this conference two workshops were held under the auspices of QFHSA. *A School Violence-Prevention program, Second Steps*, was scheduled to be presented by Hans Bulow, Principal of Edgewater School, who has implemented this program. When he was unable to attend, the workshop was conducted by Maureen Hunt. A second workshop was given by Pat Waters, QFHSA PALS presenter and a Family Life Educator: *Balancing Work Life and Family*. The interactive workshop dealt with helping tired and stressed out teachers who are also parents.

## **GASPÉ AREA REPORT**

Report to the Annual General Meeting, April 24, 2004

Submitted by Anne MacWhirter, Area Director

The two Home and School organizations in the Gaspé had another successful year. During the course of the year, Anne MacWhirter gave two PALS workshops to each of the local schools at the regular meetings held at Shigawake, Port-Daniel and New Carlisle. The two topics were Homework and Self-Esteem.

New Carlisle - regular meetings were held on alternate months with executive meetings on a regular basis. A successful Bazaar and roast beef supper raised funds for projects. An early bird special is offered in June to attract members. The newly appointed Director General spoke at the February meeting.

Shigawake, Port-Daniel - regular meetings were held at alternating schools during the year. Public speaking was hosted at one of the meetings. In this school, the teachers take an active part in the regular meetings. New Carlisle School member families are invited to the annual picnic at the end of the year at a local park. It was well attended.

A Christmas basket filled with all the necessities for a deluxe Christmas dinner was raffled once again this past December. The proceeds allow the local to buy computer software, shovels for noon hour play, snacks for activities and a donation towards the grade 4/5/6 trip to Quebec City in June.

Many Home and School activities and events are mentioned in our local newspaper, SPEC. This keeps the Gaspé informed about our local associations.

**Regional Council of Western Quebec**  
Report to the Annual General Meeting, April 24, 2004  
Submitted by Donna Norris, Chairman

Mandate Regional Councils are a networking forum for the exchange of ideas and concerns among local associations in the same area. The purpose is to encourage connections and communication with each other and with QFHSA.

Over the last few years a great effort has been made to encourage our local Home & Schools members to form Regional Committees. Regional Council meetings have been held at both the Annual General Meeting in April and the Fall Conference in October. The ones that exist have proved the value of these committees repeatedly. The line of communication between schools and parents within a community is beneficial to all concerned.

The Western Quebec Regional Committee has accomplished much in its two-year existence, which began at the October Fall Conference 2002. At that conference a meeting date was set for November. The first meeting was well attended, but not all the schools under the Western Quebec School Board participated.

At that first meeting, a Chair and a Secretary were chosen and started planning their first parent conference to be held in March 2003. Representatives from the provincial office attended that first meeting and assisted the committee throughout their planning of the conference. Eight schools took part in this venture and it was very successful.

They evaluated their conference and decided that the regional committee should continue and would be beneficial to all participants. The Home and School was visible to all of the community after that conference and interest in their objectives has increased. In some cases so did membership. They come together every four to six weeks. Local associations take turns hosting this regional committee when convenient for their school. It gives an opportunity to visit other schools and to view different arrangements for volunteers.

It was decided that they would plan a yearly conference for their community. A conference is only one of the many benefits their schools gained in coming together. They have maximized their efforts by all schools using the same fundraising company. All schools that participated also received free Home and School t-shirts for each member. The committee shares information on membership drives, educational issues and schoolyard behaviour. Educational documentation was obtained and distributed at their meetings. Discussions on different events that each school hosts is shared, with an evaluation on its success. Events are advertised in all participating schools in order to support all schools.

We will be continuing our efforts in assisting other communities to form Regional Committees. This coming year will see a stepping-up of our efforts and we would like all existing Regional Committees to write to us and let us know what they are doing.

The Western Quebec Regional Committee consists of ten parents representing eight schools.

## AGM 2003 COMMITTEE

Report to the Annual General Meeting, April 24, 2004

Submitted by the office

Mandate: It is the mandate of the AGM General Arrangements Committee to organize the Annual General Meeting and Conference in accordance with the timeline as defined in the QFHSA By-Laws, and to organize the Awards Dinner.

Coordinators: Norma Stirling and Glenna Uline. All members of the Board of Directors participate in planning the AGM and take a role in organizing the events.

### Highlights:

1. The Theme this year was "*Learning is for Life: Working Today for a Better Tomorrow.*"
2. Awards Dinner – Friday April 25, 2003
  - a) Was held at the St. James's Club on Union Avenue in downtown Montreal. This was a successful evening and the format was enjoyed by all.
  - b) Attended by 128 people: 20 guests; 17 Directors, resource, staff; 91 from 19 schools.
  - c) The Master of Ceremonies was Anne MacWhirter, Executive Vice-President.
  - d) The winners of the three major awards were:
    - The Leslie N. Buzzell Award - Edward 'Ted' Sancton, for his many years of service in helping QFHSA to produce its quality publications.
    - The Gordon Paterson Award – Susan Winn, educator, administrator and currently the principal of Lakeside Academy.
    - The Lewis Peace Prize – Beaconsfield High School Global Awareness Group.All winners attended as well as many of the winners of the Golden Torch and the Unsung Hero awards.
3. Annual General Meeting & Conference – Saturday April 26, 2003
  - a) Registration: 94 people, representing 70 from Home & School Associations; 6 others from schools and guests; 18 Directors, resource people and staff.
  - b) Five schools attended from outside the Montreal area.
  - c) The Business Meeting began at 8:30 am and adjourned at 12:00 noon.
  - d) Membership and Newsletter prizes were awarded at the beginning of the meeting.
  - e) Luncheon speaker was Dr. Joe Schwarcz, speaking about "*Sense, Nonsense, and Science.*"
  - f) Hospitality:
    - Lunch was a buffet of quiche, salads and dessert.
    - The Royal Montreal Golf Club donated the use of the facility.
  - g) Workshops
    - There were three workshops and all were well attended.
    - The topics were as follows:
      - #1. Curriculum Reform – Preparing our children for the 21<sup>st</sup> Century.  
Facilitated by Janet Radoman, Teacher, EMSB & Elementary Language Arts Curriculum Writing Team
      - #2. Second Step – school violence-prevention program  
Facilitated by Hans Bulow, Principal Edgewater School
      - #3. A Little Help from my Friends – How social support can help manage stress.  
Facilitated by Katherine Palesch, Educational Psychologist
  - h) The day ended at 3:45 with the Evaluation Draw.

## **FALL CONFERENCE**

Report to the Annual General Meeting, April 24, 2004

Submitted by Glenna Uline, Executive Director

Committee Members Susan Tweddell, Norma Stirling, Helen Koeppel, Marg Funnell, Michelle Armstrong, Donna Norris, Bev Bishundayal, Donna Sauriol, Carol Ohlin, Glenna Uline

Program The Fall Conference was held October 25, 2003 at Lakeside Academy in Lachine. The theme was *Learning is for Life: Working Today for a Better Tomorrow*. The Plenary Keynote address was an interactive lecture *Partnerships for Learning* offered by Noel Burke, Assistant Deputy Minister, MEQ. Regional Councils met following the Plenary Session.

Workshops: Morning Leadership Workshops:

(Treasurer) Our Money's on You  
(Membership) Count Me In!  
(President) Run Meeting Run  
Resolutions Unravelling  
High School Education Reform

Maureen Cook  
Susan Tweddell  
Claudette Laing & Martina Ruse  
Helen Koeppel & Debbie McGilton  
Noel Burke

Afternoon Parenting Workshops

Study Skills  
Students with Special Needs  
Steps to Respect  
How to Drug Proof Your Kids  
Pour une voix plus forte à l'école

Carolyn Melmed  
Maureen Hunt, Lynn Senecal, Karen Zey  
Deb Kellman & Mona Segal  
Georgina Saba-Hanash  
(cancelled)

Attendance The total number of participants was 115, including 89 delegates representing 25 elementary schools and 7 high schools, as well as 19 members of the QFHSA Board of Directors, staff and 7 speakers and workshop presenters who were not QFHSA members.

Displays There were 19 displays using 20 tables.

Photographer Don Smith, QFHSA NEWS Safety Scene editor, took the photographs again this year.

Hospitality Home and School President Phyllis Howell and other volunteers, including students, arranged and provided hospitality and were accessible for whatever needs arose. Lakeside Academy Principal Sue Winn was involved to ensure the day went smoothly. The lunch was catered by Compass Group (Chartwells).

Evaluations Participants' evaluations were positive, complimentary and appreciative.

## **THINK TANK**

A Think Tank was not held this year before the Fall Conference. Thirty people, including out-of-towners, members of the Board of Directors and staff gathered for dinner at the Szechuan restaurant downstairs from the office for informal networking. Michelle Armstrong and Donna Norris, from Aylmer, arranged a draw for door prizes.

**PRESIDENTS APPRECIATION DINNER, 2003**  
Report to the Annual General Meeting, April 24, 2004

Coordinated by        Ida Duc, Donna Sauriol

Venue                This second annual Dinner was held Friday, February 7, 2003 at the Royal St. Lawrence Yacht Club in Dorval.

Attendance        Forty-eight people attended

Program            A cash bar was followed by a three-course dinner, allowing informal networking. Long-time Home and School member Gordon Robertson was honoured for his fifty years of service with a tribute given by Harold Gill (Lindsay Place Home and School) and an engraved plaque. Gisela Amarica, who was not able to attend that evening, was honoured at the Annual General Meeting.

The guest speaker, Cheryl Neill, was a professional story teller who provided an enjoyable and entertaining program. Books were offered as door prizes and a raffle was held.

**PRESIDENT'S APPRECIATION DINNER 2004**  
Report to the Annual General Meeting, April 24, 2004

Venue                The 3<sup>rd</sup> Annual President's Appreciation Dinner was held Friday, March 20, at the Royal St. Lawrence Yacht Club.

Attendance        It was attended by 51 people representing eighteen local associations; 9 Directors; the guest speaker; eight others including office staff and five past presidents.

Program            The evening began with a cash bar and informal networking in the charming setting of the main lounge of the yacht club with a roaring fireplace. After the welcome and the introduction of special guests, there was an excellent four-course dinner.

In keeping with March as the National Nutrition Month and with the concern about youth obesity and Type II diabetes, it was most timely that the guest speaker was Anne Tetro, the Manager of Food Service and Nutrition Education for the Lester B. Pearson School Board. She gave an excellent presentation describing the LBPSB Food Policy and distributed copies of the educational materials on nutrition developed by the five school boards on the island of Montreal.

The evening concluded with gifts, books and raffle prizes for the participants.

**TEACHER/STAFF APPRECIATION WEEK (T/SAW), February 8 –14, 2004**

Report to the Annual General Meeting – April 24, 2004

Submitted by the office

CHSF Idea Files (which included Order Sheets, 2004 Participation Report Sheet, Poster and Idea File) were sent to Home & School Associations in early December.

There were two Order Sheets: one for QFHSA and the other for CHSF through the Saskatchewan Association of School Councils. This year we decided to try an experiment: in order to encourage contact with the national organization, schools were asked to order their TAW materials from the Saskatchewan office. QFHSA did not place an order for additional new stock. However, since there was a limited supply remaining in our office from last year, these items were available on a separate QFHSA order sheet.

Five schools ordered materials from Saskatchewan and twelve orders were processed by QFHSA. Of these schools, four were not Home & School Associations. In 2003, there were fifteen orders, five of which were not Home and Schools.

2003	15 orders
2002	12 orders
2001	14 orders
2000	27 orders
1999	32 orders

Schools were asked to submit a Participation Report and photos of their TSAW activities which were used in the April issue of the NEWS.

Once again, the Quebec Ministry of Education scheduled its provincial Teacher Appreciation Week for February 1 to 7, causing the usual confusion and concern with some schools as to which was the “official” week to celebrate. QFHSA President Susan Tweddell will be discussing with Noel Burke, Assistant Deputy Minister for English Education, about the possibility of agreement on the week of celebration. Of course, each school is still free to select the time of its own celebration.

In 1988 CHSF launched the first Teacher Appreciation Week project in Canada. The second week of February was chosen to coincide with Valentines Day. QFHSA provided much of the material now used by the MEQ in its package of information although no reference is given to the original contribution of CHSF and QFHSA.



# Quebec Federation of Home of School Associations

## QFHSA's School Bus Safety Awareness and Concern

Launched in 1950 with *Elmer the Safety Elephant*, QFHSA has long been keenly interested in many areas of safety concerns – from driver education, to padded seats, and safety education programs in school. QFHSA was also instrumental in the implementation of the rules and regulations for school bus markings and the red “stop arms” we see today. Helped implement Traffic Safety School Brigades in schools.

## Mission Statement

The QFHSA is an independent, incorporated, not for profit volunteer organization dedicated to enhancing the educational and general well being of children and youth. The QFHSA promotes the involvement of parents, students, educators and the community at large in the advancement of learning and acts as a voice for parents.

*There is a tendency for governments, and their bureaucracies, to exercise greater powers over the lives of its citizens. It is therefore essential that Home & School Associations be very active to give parents a greater degree of control over the decisions affecting the future of their children.*

Honorable John Ciaccia  
MNA, Mont-Royal, 1973-1998

## 1940s

1944 – Inaugural meeting of Quebec Federation of Home & School Associations.

1945 – First issue of the *Quebec Home & School NEWS* put out as a mimeographed newsletter. It has been published as a newspaper/magazine continuously since 1948.

## QFHSA's Literacy Awareness Programs

Begun in 1990 to celebrate International Year for Literacy, the Canadian Home and School Federation initiated a major *Literacy in the Information Age* awareness and activity campaign. QFHSA continues to actively promote: Born to Read/Le Goût de Lire, school and community libraries, “Come Read With Me!” writing contest, family literacy programs, book drives, etc., throughout the province. Many small rural English language communities, in particular, benefit from the financial support for material resources.

## 1950s

1950 – Quebec Federation inaugurated the Leslie N. Buzzell Award for outstanding service to The Federation and for furthering the aims of Home & School and education.

1954 – Quebec Federation's Insurance Committee instrumental in introducing Student Accident Insurance in the province.

## 2000s

2000 – Parental Advocacy Project begun with a grant from Canadian Department of Heritage.

2002 – “Come Read With Me!” contest in collaboration with Office of Commissioner of Official Languages and Literacy Partners of Quebec.

## 1990s

1994 – PALS (Parents Assist Learning and Schooling) – bilingual workshops introduced through the Canadian Home & School.

1997 – Lewis Peace Prize established to honour an individual or group that actively contributes to a safe and peaceful school community, or world.

## 1980s

1980 – Very successful STOP/ARRÊT bumper sticker campaign highlighting safety.

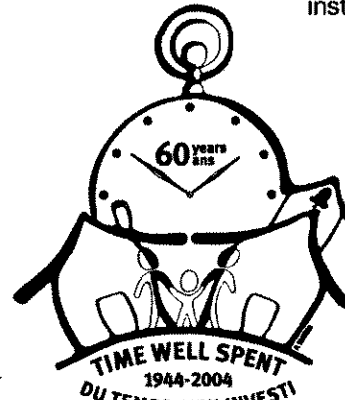
1988 – TEACHER APPRECIATION WEEK became an annual event across Canada.

1973 – Gordon Paterson Award (named for the first President of QFHSA) established to recognize an outstanding educator who has encouraged the participation of parents in education.

1977 – Brief to Secretary of State requesting accountability of federal funds granted to provinces for minority and second language instruction.

1978 – Quebec Federation, with 17 co-plaintiffs, filed writ in Quebec Superior Court, challenging the constitutionality of Bill 101.

1979 – Federation granted status as a registered charity.



## 1960s

1962 – Quebec Royal Commission of Inquiry on Education established (Parent Commission). QFHSA presented a 45,000 word brief to the Commission, containing 176 recommendations, based on a poll of local associations.

1966 – QFHSA statement regarding guidance services in schools.

1968 – QFHSA received the first Quebec Community Safety Award for its contribution to the development of an effective safety program.

## It's About Us

The growing importance and recognition of the Federation, particularly in educational circles of the province is proven by the fact that a growing number of organizations have co-operated with Federation on the one hand and have requested and received Federation's co-operation and advice on the other.

*The existence of the Home and School groups is a powerful testimony to the passion that parents have for their children's education and an avid interest in supporting and shaping its outcomes. Such initiative is to be nurtured and cherished among parents – the primary players and essential partners in the education of our youth.*

## 1970s

Noel Burke, 2003

Asst. Deputy Minister of Education, Québec

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